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OCCUPATIONAL EMPLOYMENT IN NONMANUFACTURING

NORTH CAROLINA

1981

EMPLOYMENT SECURITY COMMISSION
OF NORTH CAROLINA

Glenn R. Jernigan, Chairman

This is a cooperative program involving the Employment Security Commission of North Carolina, the Bureau of Labor Statistics, and the Employment and Training Administration of the U. S. Department of Labor.

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INTRODUCTION

The manpower planning process has increased the need for information on occupational employment. The Employment and Training Administration and the Bureau of Labor Statistics, both of the U.S. Department of Labor, have developed the Occupational Employment Statistics (OES) Program to help meet these manpower planning needs. The OES Program has three main elements:

1. Periodic surveys of approximately 2,000 occupations by industry.

2. The National/State Industry Occupation Employment Matrix.

3. State and Area Manpower Projections by Industry and Occupation.

This is the fourth report in the OES series based on a survey of nonmanufacturing industries. This publication is based on a survey conducted between June, 1981 and January, 1982 which covered nonmanufacturing industries as defined in the 1972 Standard Industrial Classification Manual (SIC). Establishments engaged in mining, construction, finance, insurance, real estate and services were covered by this survey.

In 1981 there were 570,200 persons employed in surveyed nonmanufacturing industries in North Carolina. This was 23.9 percent of the total nonagricultural wage and salary employment in the state. Chart A shows the relationship of nonmanufacturing employment to the other major divisions of nonagricultural wage and salary employment in the state for 1981.

Chart B shows the average annual nonagricultural wage and salary employment in North Carolina from 1972 to 1981. Chart C shows the average annual employment for nonmanufacturing from 1972 to 1981.

Note: Employment data for charts A, B and C are expressed as average annual figures. The information was obtained from the Current Employment Statistics (CES) unit of the Employment Security Commission of North Carolina.

CHART A: NONMANUFACTURING EMPLOYMENT AS COMPARED TO TOTAL NONAGRICULTURAL WAGE AND SALARY EMPLOYMENT 1981

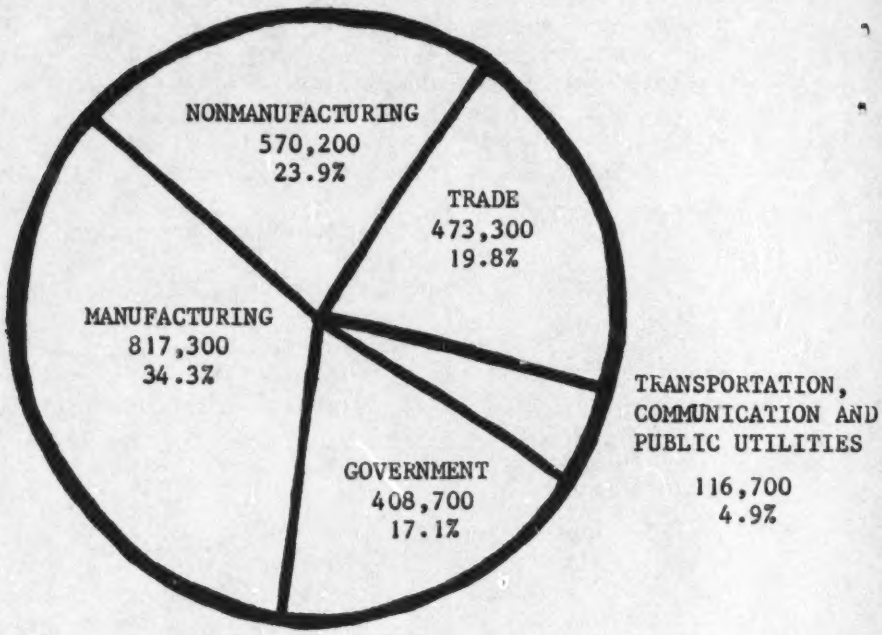


CHART B: NONAGRICULTURAL WAGE AND SALARY EMPLOYMENT

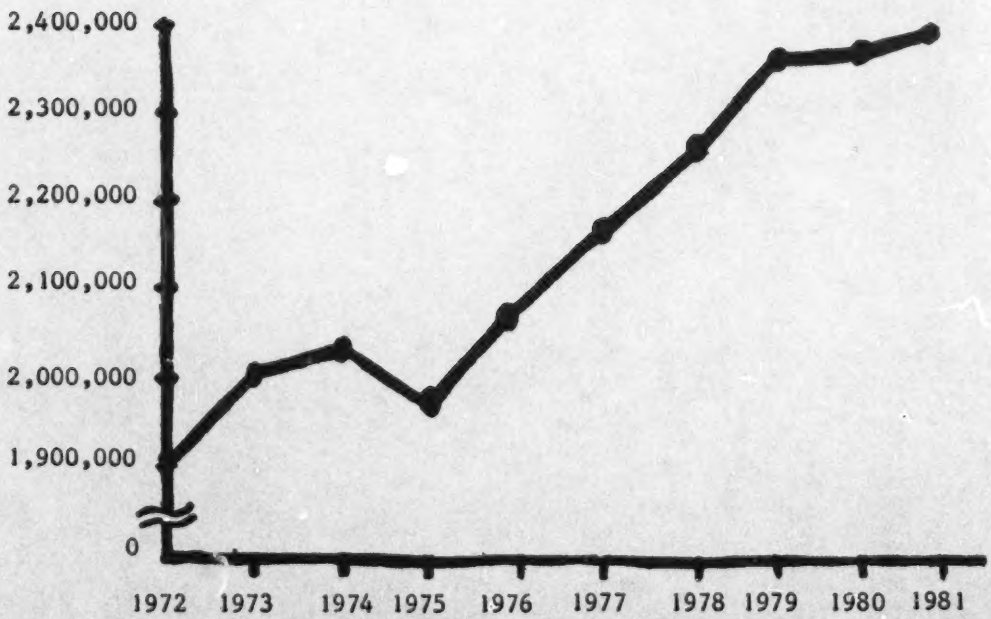
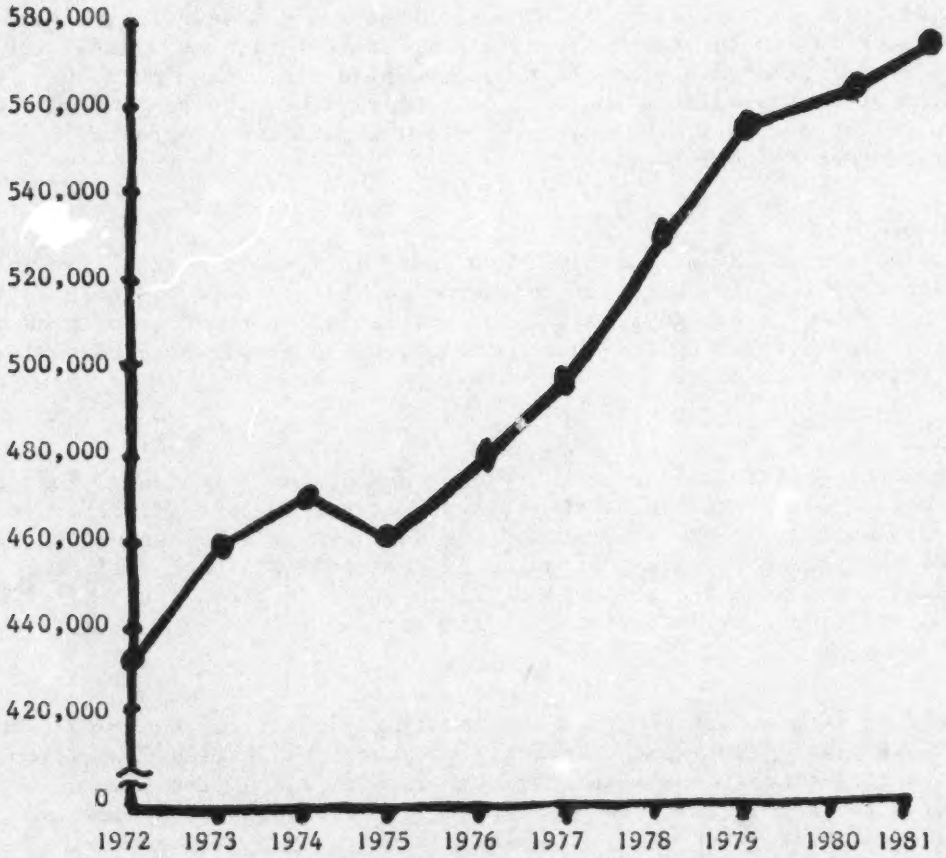


CHART C: NONMANUFACTURING WAGE AND SALARY EMPLOYMENT



METHODOLOGY

A questionnaire was mailed to sampled manufacturing establishments in order to obtain occupational data. The total occupational employment for an industry was then estimated from the responding establishments.

Sample

The sample was drawn using procedures outlined in the OES Survey Operations Manual. Establishments were divided into different size classes by number of employees. All establishments with more than 250 employees were sampled. Establishments in each smaller size class were sampled in proportion to the employment in the size class; however, no establishment with fewer than four employees was sampled. Employment in these establishments was accounted for in the next larger size class. Each unit that was sampled was assigned a weight according to the ratio of units sampled in that size class. For example, when all units in a size class were sampled, the weight was one. When the units were sampled at a ratio of one out of four, the sampled unit was given a weight of four. The weighted establishment then represented itself and three other establishments.

Collection

Data collection began in June, 1981 and ended in January, 1982. Two follow-up mailings, personal visits, or telephone calls were made to those establishments whose response was vital for statistical purposes, to those who had difficulty completing the questionnaire, or to those where clarification of the response was necessary.

Estimates

Data from the questionnaires were keypunched and loaded to tape. The tape was processed using the OES Batch Systems Programs to sort and screen the data. The estimating programs sorted the data into size class cells. The weighted employment of each occupation in each cell was then estimated individually and summed across all cells in order to produce the final occupational employment estimate for each industry.

Error

Two types of errors, sampling and non-sampling, can affect the results of a survey. Sampling error is the difference between the estimates developed from data collected from a sample and the data collected from the universe from which the sample was drawn. Sampling error is measurable and is expressed as relative error. The relative error shown in the publication is such that the chances are two out of three that the results of comparable universal data collection would not differ by more than the percentage shown. Non-sampling error can arise from faulty questionnaire design, inability to collect necessary data, inaccuracy of data collected, and ineffective processing techniques. Non-sampling error cannot be measured.

Publication

After the data file had been processed through the OES estimates programs, a computer printout was received which contained the estimated employment for

occupation, the relative error of the occupational estimate, the percent distribution of the occupational employment, the number of employees reported in each occupation, and the number of establishments which reported each occupation.

Industries were surveyed at the 3 digit SIC level; however, published data are at the 2 digit level of detail. The following exceptions were made to this format. Industry codes 10 and 14, 63 and 64 (except 639), and 65 and 66 (except 654) were combined to make three tables. For two digit code 80, data for code 804 and code 806 were excluded. Two digit code 82, Educational Services, will be covered in a separate survey and is not included. These exceptions were made to provide a better grouping of industries with compatible staffing patterns.

Occupational data were not published for industries when the industry employment was less than 1,000. The estimated employment for occupations was rounded to the nearest ten. The estimated employment was put in a residual category when the estimated employment for an occupation was less than 15 or less than 0.05 percent of the total group employment, when the relative error was more than 35 percent, or when an occupation was not reported by at least four establishments. Although they are not published here, the suppressed industry and occupation data will be included in the industry/occupation matrix.

Relative error is not applicable (N.A.) for residual categories, occupational group totals and total employment because it is not additive. The percent distribution was computed on the unrounded employment estimates; therefore, some occupations with the same published estimated employment may not have the same percent distribution. Six major occupational groups are listed for each industry. When there was no reported employment in an occupational group, the estimated employment is listed as zero. When the estimated employment for the occupational group was less than 15, the figure was not published; however, the existence of some employment in the group is indicated by a dash (--).

Note: Occasionally the sum of the occupations will not equal the Total Employment or the Occupational Category because of rounding.

SELECTED LIST OF RELEVANT PUBLICATIONS

The following is a partial list of publications that may be helpful to manpower planners. The publications are available from the Employment Security Commission of North Carolina, Labor Market Information (LMI) Division. A complete list of LMI publications may be found in its Catalog of Publications and Releases.

1. Results of OES surveys of Occupational Employment for industries in
   A. Trade
   B. Manufacturing and Hospitals
   C. Government and Education
   D. Nonmanufacturing
2. North Carolina Labor Force Estimates by County, Area, and State. A report in which monthly and annual average employment by major industry divisions, and unemployment, are shown for the State, each county, and each multicounty labor area for the preceding calendar year.
3. Preliminary Civilian Labor Force Estimates. A monthly report showing preliminary labor force, total employment, total unemployment, and unemployment rates for the State and for each of the 100 counties.
4. Active Job Applicants Registered for Work with Employment Security Commission Offices, by applicant's county of residence. A special report prepared upon request depicting the number of actively registered job applicants available for work within a commuting radius of any designated town or industrial site in the State. The report includes a map of the area, total population of the area, and the number of high school graduates entering the labor force.
5. Area Labor Market Newsletters. A monthly or bimonthly report for selected labor areas of the State which includes a narrative analysis and supporting statistical data on employment and unemployment trends in the area.
6. Registered Applicants and Job Openings. A quarterly summary report of job applicants and job openings for selected occupations statewide. The report shows the number of applicants registered to date during the fiscal year with a listing of the number of men and women actively registered at the close of each month. Also, it shows nonfarm job openings received and filled during fiscal year and number unfilled for 30 days or more.
7. North Carolina and Labor Market Area Annual Planning Reports. An annual report which contains detailed labor market data including a definition of the area; economic development and area outlook; population and labor force characteristics and trends; employment developments and outlook by industry and occupation; recent trends in unemployment; estimates of need for manpower services; characteristics of the economically disadvantaged and nondisadvantaged; and barriers to employment of the economically disadvantaged. Also contained in the report are supportive statistical charts, tables, and maps.
8. Employment Projections to 1985 for
   A. North Carolina

B. Seven Standard Metropolitan Statistical Areas (SMSA)
C. Eighteen Planning Regions

Reports contain projections of future occupational employment needs to the year 1985 for the State, the SMSA's and regions. Reports include a narrative analysis and supportive statistical data in tables and charts.

9. State Labor Summary. A monthly report which provides an overview of statewide labor market conditions. Includes narrative analysis and supporting statistical data on current employment and unemployment trends; labor supply and demand relationships; employment and training program activities; hours worked and wages paid are included in the report.

10. 1982 Wage Rates in Selected Occupations. An annual report giving a statewide breakdown of wage rates by occupation and by industry. Also included are breakdowns by occupation for the eighteen planning regions. Rates are for selected typical production and non-production workers in manufacturing industries.

The following is an additional list of publications available through the U.S. Government Printing Office.

1. Standard Industrial Classification Manual, 1972. A classification of establishments by type of industrial activity which is used to facilitate the collection, tabulation, presentation, and analysis of data; and to promote uniformity and comparability in the presentation of statistical data collected by various agencies of the United States government, State agencies, trade associations, and private research organizations.

2. Dictionary of Occupational Titles, Fourth Edition, 1977. This U.S. Department of Labor, Employment and Training Administration publication contains the country's most comprehensive job descriptions and related information on the 20,000 occupations identified in the United States. Known as the "DOT", the volume groups jobs in a classification structure based on interrelationships of tasks and job requirements.

3. Guide for Occupational Exploration. This U.S. Department of Labor, Employment and Training Administration publication groups the thousands of occupations in the world of work by interests and by ability and traits required for successful performance. Descriptive information is provided for each work group to assist the individual in reviewing, understanding, and evaluating his or her own interests and potentials and relating them to pertinent fields of work.

4. Occupational Outlook Handbook, U.S. Department of Labor. A description of more than 850 occupations that include jobs about which young people are most interested in learning, occupations requiring long periods of education or training, and a number of small but growing fields of employment. Each description contains a section on the nature of the work; industrial and/or geographic places of employment; training, other qualifications, and advancement; and prospective job opportunities on a National level.

MINING AND QUARRYING OTHER THAN FUELS AND CHEMICAL AND FERTILIZER MINERALS (SIC 10 AND 14)

This group includes establishments primarily engaged in mining or quarrying, developing mines, or exploring for metallic and nonmetallic minerals, except for fuels. Establishments which crush, grind, wash, dry, sinster, or leach ore, or perform gravity separations or floation operations are included in this category. Certain well and brine operations are also included.

The following table shows the percent distribution of establishments and employment by establishment size in the mining and quarrying group. The largest size class has 54 percent of the employment; however, the smallest size class accounts for 55 percent of the firms.

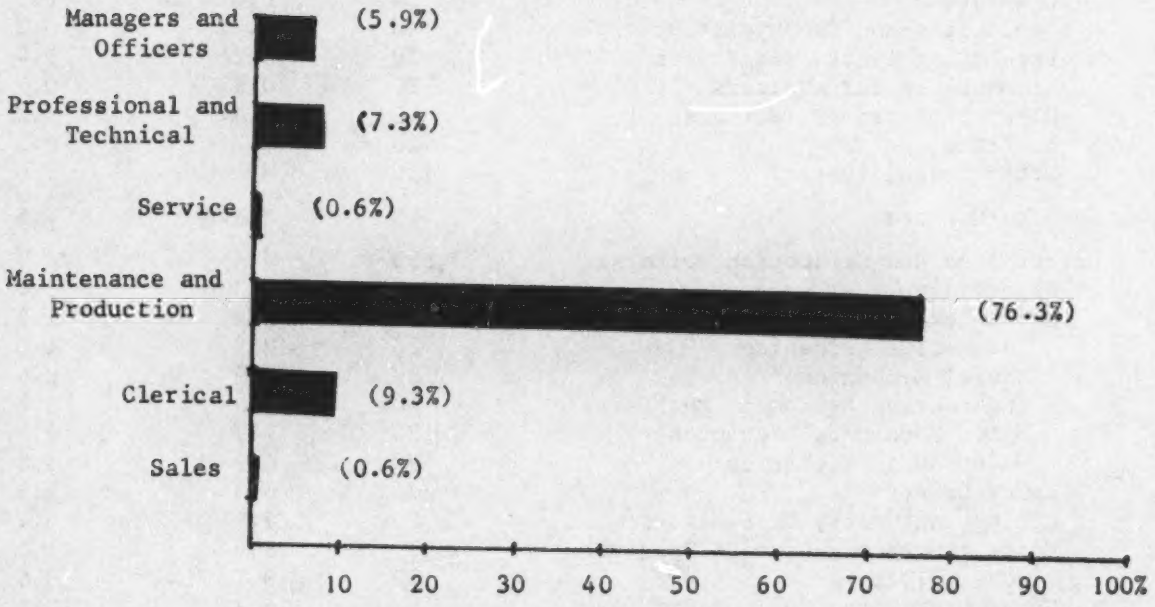
Establishment Size	Percent of Establishments	Percent of Employment
19 or fewer employees	55.0	8.4
20 - 49 employees	29.7	20.2
50 - 99 employees	9.9	17.4
100 or more employees	5.4	54.0

The five specific occupations in which the most workers were employed in May of 1981 are listed in the following table. These occupations accounted for 31.4 percent of the group's employment.

Occupation	Estimated Industry Employment	Percent Distribution
Heavy Equipment Operators	510	10.1
Managers and Officers	300	5.9
Maintenance Supervisors	280	5.4
Truck Drivers	270	5.4
Welders and Flamecutters	230	4.6

Illustrated in the following graph is employment by major occupational group.

PERCENT DISTRIBUTION OF MINING AND QUARRYING OTHER THAN FUELS AND CHEMICALS AND FERTILIZER MINERALS EMPLOYMENT BY MAJOR OCCUPATIONAL CATEGORY IN NORTH CAROLINA, MAY, 1981



MINING AND QUARRYING OTHER THAN FUELS AND
CHEMICAL AND FERTILIZER MINERALS
(SIC 10 AND 14)
May, 1981

Occupation	Estimated Employment	Relative Error %	Percent Distribution
Total Employment	5,070	N.A.	100.0
Managers and Officers	300	4.0	5.9
Professional and Technical Workers	370	N.A.	7.3
Engineers	80	N.A.	1.5
Mining Engineers	20	11.5	0.3
Other Engineers	60	N.A.	1.2
Chemists	20	0.0	0.3
Geologists and Geophysists	20	8.3	0.3
Purchasing Agents and Buyers	20	8.2	0.4
Accountants and Auditors	20	10.6	0.5
Other Professional Workers	60	N.A.	1.2
Drafters	20	17.7	0.3
Other Technicians	130	N.A.	2.6
Service Workers	40	N.A.	0.6
Maintenance and Production Workers	3,860	N.A.	76.3
Supervisors	280	3.3	5.4
Mechanics and Repairers	260	N.A.	5.2
Automotive Mechanics	50	12.2	1.0
Diesel Mechanics	30	11.9	0.6
Engineering Equipment Mechanics	60	11.6	1.2
Mine Machinery Mechanics	30	7.7	0.6
Maintenance Mechanics	90	6.9	1.8
Truck Drivers	270	6.3	5.4
Mining and Quarrying Blasters	20	7.8	0.4
Crane, Derrick and Hoist Operators	80	8.9	1.6
Dredge Operators	30	9.7	0.6
Drier Operators, Coal or Ore	50	16.6	0.9
Hand Drillers	30	10.2	0.5
Machine Drillers	80	8.7	1.7
Electricians	80	1.8	1.6
Heavy Equipment Operators	510	3.5	10.1
Industrial Truck Operators	20	16.7	0.4
Underground Loading Machine Operators	90	5.8	1.8
Maintenance Repairers, General Utility	80	7.4	1.6
Trades Helpers	110	8.1	2.1
Oilers	80	4.7	1.5
Panelboard and Grinder Operators	60	15.3	1.2
Welders and Flamecutters	230	8.9	4.6
Conveyor Operators and Tenders	80	6.2	1.6
Mine Mill and Grinder Operators	200	5.9	3.9
Other Skilled Workers	400	N.A.	7.8
Other Semiskilled Workers	460	N.A.	9.2
Other Unskilled Workers	360	N.A.	7.1
Clerical Workers	470	N.A.	9.3
Keypunch Operators	20	18.8	0.3
Accounting Clerks	50	20.7	0.9

MINING AND QUARRYING OTHER THAN FUELS AND
CHEMICAL AND FERTILIZER MINERALS
(SIC 10 AND 14)
(Continued)

Occupation	Estimated Employment	Relative Error %	Percent Distribution
General Office Clerks	60	8.0	1.2
Payroll and Timekeeping Clerks	20	9.1	0.4
Secretaries	90	9.8	1.7
Typists	20	0.0	0.4
Weighers and Record Keepers	60	6.8	1.2
Stock Clerks, Stockroom and Warehouse	60	1.7	1.1
Other Clerical Workers	90	N.A.	1.8
Sales Workers	30	N.A.	0.6

GENERAL BUILDING CONTRACTORS
(SIC 15, excluding 153)

General building contractors who are primarily engaged in the construction of residential, farm, industrial, commercial, or other buildings are included in this major group. Also included are general contractors who combine a special trade with the contracting.

Over 90 percent of the establishments have 19 or fewer employees. The following table shows the percent distribution of establishments and employment by establishment size in this group.

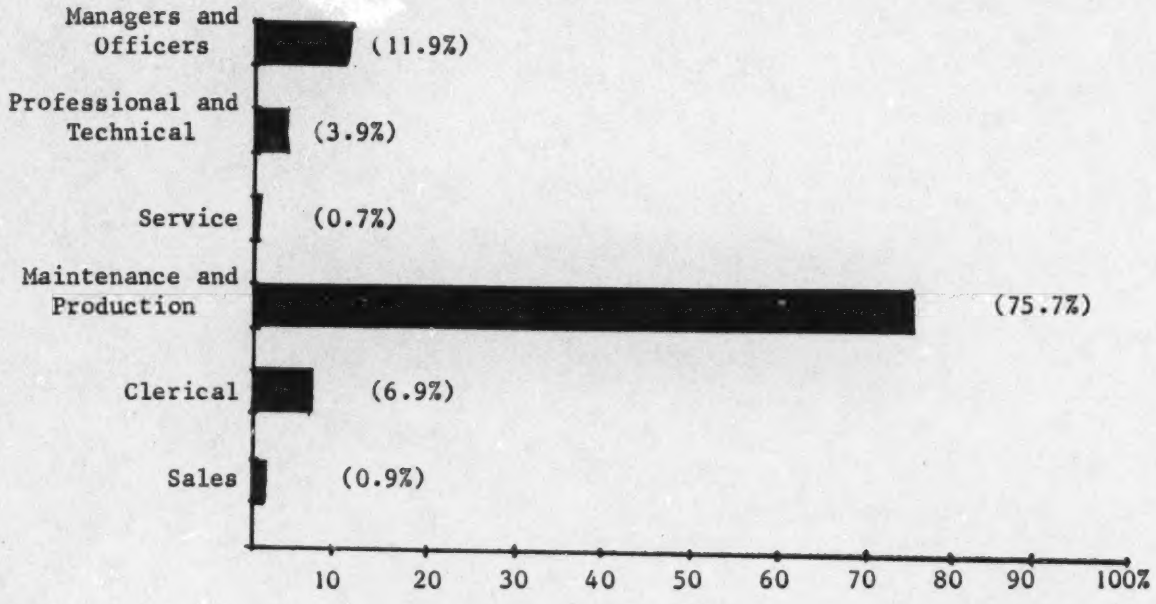
Establishment Size	Percent of Establishments	Percent of Employment
19 or fewer employees	92.0	37.4
20 - 49 employees	5.2	15.0
50 - 99 employees	1.7	11.9
100 or more employees	1.1	35.7

The following table lists the five specific occupations in the general building contractors group in which the most workers were employed in May of 1981. These occupations accounted for almost 53 percent of the group's employment.

Occupation	Estimated Industry Employment	Percent Distribution
Carpenters	9,560	26.5
Managers and Officers	4,320	11.9
Carpenter Helpers	3,000	8.3
Maintenance Supervisors	1,290	3.6
Secretaries	810	2.3

The following table illustrates the employment by major occupational group.

PERCENT DISTRIBUTION OF GENERAL BUILDING CONTRACTORS EMPLOYMENT
BY MAJOR OCCUPATIONAL CATEGORY IN NORTH CAROLINA, MAY, 1981



GENERAL BUILDING CONTRACTORS
(SIC 15, excluding 153)
May, 1981

Occupation	Estimated Employment	Relative Error %	Percent Distribution
Total Employment	36,100	N.A.	100.0
Managers and Officers	4,320	5.0	11.9
Professional and Technical Workers	1,420	N.A	3.9
Engineers	270	N.A.	0.7
Civil Engineers	110	22.9	0.3
Electrical and Electronic Engineers	20	0.0	0.1
Safety Engineers	20	23.5	0.1
Other Engineers	120	N.A.	0.3
Purchasing Agents and Buyers	100	5.6	0.3
Accountants and Auditors	230	8.8	0.6
Cost Estimators	510	12.8	1.4
Personnel and Labor Relations Specialists	30	6.5	0.1
Other Professional Workers	40	N.A.	0.1
Computer Programmers	30	10.1	0.1
Drafters	150	26.1	0.4
Surveyors	30	17.4	0.1
Other Technicians	30	N.A.	0.1
Service Workers	270	N.A.	0.7
Janitors, Porters, and Cleaners	230	27.2	0.6
Other Service Workers	40	N.A.	0.1
Maintenance and Production Workers	27,360	N.A.	75.7
Supervisors	1,290	8.9	3.6
Mechanics and Repairers	260	N.A.	0.7
Automotive Mechanics	90	8.2	0.2
Other Mechanics and Repairers	170	N.A.	0.5
Truck Drivers	400	13.1	1.1
Bricklayers	540	16.7	1.5
Cabinetmakers	90	30.2	0.2
Carpenters	9,560	4.3	26.5
Cement Masons	490	14.6	1.4
Concrete Rubbers	50	24.7	0.1
Crane, Derrick, and Hoist Operators	70	25.3	0.2
Electricians	380	9.6	1.1
Heavy Equipment Operators	570	11.9	1.6
Maintenance Repairers, General Utility	120	8.8	0.3
Millwrights	650	16.0	1.8
Maintenance Painters	660	14.7	1.8
Plumbers and Pipefitters	410	19.7	1.1
Reinforcing Iron Workers	360	19.6	1.0
Structural Steel Workers	610	7.0	1.7
Welders and Flamecutters	630	17.2	1.7
Trades Helpers	4,290	N.A.	11.9
Bricklayer Helpers	350	21.2	0.9
Carpenter Helpers	3,000	8.3	8.3
Cement Mason Helpers	220	28.2	0.6
Electrician Helpers	200	7.1	0.6
Painter Helpers	110	14.7	0.3

GENERAL BUILDING CONTRACTORS
(SIC 15, excluding 153)
(Continued)

Occupation	Estimated Employment	Relative Error %	Percent Distribution
Plumber and Pipefitter Helpers	130	16.2	0.4
Other Skilled Trades Helpers	280	N.A.	0.8
Other Skilled Workers	1,100	N.A.	3.0
Other Semiskilled Workers	1,340	N.A.	3.7
Other Unskilled Workers	3,490	N.A.	9.7
Clerical Workers	2,410	N.A.	6.9
Supervisors	60	9.9	0.2
Keypunch Operators	20	8.8	0.1
Accounting Clerks	110	13.0	0.3
Bookkeepers, Hand	410	13.4	1.1
General Office Clerks	400	15.2	1.1
Payroll and Timekeeping Clerks	230	14.2	0.6
Personnel Clerks	20	15.3	0.1
Receptionists	40	16.7	0.1
Secretaries	810	8.4	2.3
Switchboard Operators	20	6.3	0.1
Switchboard Operators/Receptionists	20	24.1	0.1
Typists	90	30.2	0.3
Stock Clerks, Stockroom and Warehouse	80	20.1	0.2
Other Clerical Workers	100	N.A.	0.3
Sales Workers	320	N.A.	0.9
Sales Agents, Real Estate	300	24.3	0.8
Other Sales Agents	20	N.A.	0.1

HEAVY CONSTRUCTION CONTRACTORS
(SIC 16)

This major group includes general contractors who are engaged in heavy construction of such projects as highways and streets, alleys, bridges, sidewalks, guard rails, parkways, parking areas, airports, bridle paths, athletic fields, viaducts, elevated highways, tunnels, sewers, railroads, irrigation projects, flood control projects, and marine construction. General heavy construction contractors who combine a special trade with the contracting are included in this group.

Almost 80 percent of the establishments have 19 or fewer employees; however, almost 50 percent of the employment is in establishments with 100 or more employees. The percent distribution of establishments and employment by establishment size in this category are shown in the following table.

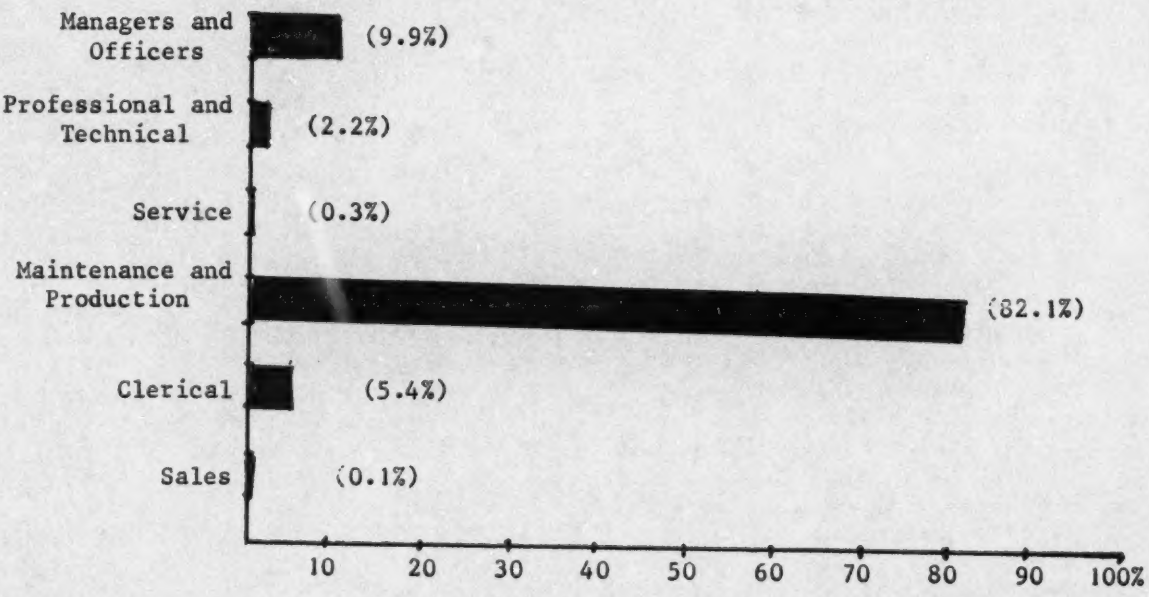
Establishment Size	Percent of Establishments	Percent Employment
19 or fewer employees	79.1	19.7
20 - 49 employees	12.4	18.0
50 - 99 employees	5.1	15.7
100 or more employees	3.4	46.6

The ten specific occupations in the heavy construction group in which the most workers were employed in May of 1981 are listed in the following table. These occupations accounted for 57 percent of the group's employment.

Occupation	Estimated Industry Employment	Percent Distribution
Heavy Equipment Operators	3,860	18.4
Managers and Officers	2,070	9.9
Truck Drivers	1,540	7.4
Line Installers - Repairers	1,240	5.9
Maintenance Supervisors	810	3.8
Pipelayers	760	3.6
Carpenters	690	3.3
Crane, Derrick and Hoist Operators	370	1.7
Automotive Mechanics	330	1.6
Welders and Flamecutters	290	1.4

The following table illustrates the employment by major occupational group.

PERCENT DISTRIBUTION OF HEAVY CONSTRUCTION CONTRACTORS EMPLOYMENT
BY MAJOR OCCUPATIONAL CATEGORY IN NORTH CAROLINA, MAY, 1981



HEAVY CONSTRUCTION CONTRACTORS
(SIC 16)
May, 1981

Occupation	Estimated Employment	Relative Error %	Percent Distribution
Total Employment	20,930	N.A.	100.0
Managers and Officers	2,070	7.1	9.9
Professional and Technical Workers	460	N.A.	2.2
Engineers	90	N.A.	0.4
Civil Engineers	50	17.3	0.2
Other Engineers	40	N.A.	0.2
Purchasing Agents and Buyers	30	27.7	0.1
Accountants and Auditors	70	28.7	0.4
Cost Estimators	190	20.9	0.9
Personnel and Labor Relations Specialists	20	6.3	0.1
Surveyors	20	18.9	0.1
Other Technicians	40	N.A.	0.2
Service Workers	60	N.A.	0.3
Janitors, Porters, and Cleaners	20	12.8	0.1
Guards and Doorkeepers	20	21.2	0.1
Other Service Workers	20	N.A.	0.1
Maintenance and Production Workers	17,190	N.A.	82.1
Supervisors	810	12.5	3.8
Mechanics and Repairers	920	N.A.	4.5
Automotive Mechanics	330	15.3	1.6
Diesel Mechanics	160	16.3	0.8
Engineering Equipment Mechanics	170	15.9	0.8
Maintenance Mechanics	240	31.5	1.2
Other Mechanics and Repairers	20	N.A.	0.1
Truck Drivers	1,540	9.3	7.4
Air Hammer Operators	110	18.8	0.5
Construction Blasters	30	15.7	0.1
Bricklayers	20	22.4	0.1
Carpenters	690	12.3	3.3
Concrete Mixer Operators	20	22.2	0.1
Concrete Rubbers	50	34.0	0.2
Crane, Derrick and Hoist Operators	370	14.3	1.7
Hand Drillers	30	20.8	0.2
Electricians	80	25.2	0.4
Fine Graders	50	12.9	0.2
Metal Road Form Setters	40	5.9	0.2
Heavy Equipment Operators	3,860	7.7	18.4
Industrial Truck Operators	30	32.9	0.1
Line Installers - Repairers	1,240	14.7	5.9
Maintenance Repairers, General Utility	50	23.0	0.2
Oilers	110	18.9	0.5
Pipelayers	760	13.4	3.6
Plumbers and Pipefitters	280	27.2	1.3
Reinforcing Iron Workers	80	17.9	0.4
Welders and Flamecutters	290	14.4	1.4
Asphalt Plant Operators	60	34.9	0.3

HEAVY CONSTRUCTION CONTRACTORS
(SIC 16)
(Continued)

Occupation	Estimated Employment	Relative Error %	Percent Distribution
Trades Helpers	1,150	N.A.	5.5
Carpenter Helpers	250	26.2	1.2
Electrician Helpers	230	29.6	1.1
Other Skilled Trades Helpers	670	N.A.	3.2
Other Skilled Workers	1,110	N.A.	5.3
Other Semiskilled Workers	540	N.A.	2.6
Other Unskilled Workers	2,870	N.A.	13.7
Clerical Workers	1,120	N.A.	5.4
Supervisors	20	15.6	0.1
Office Machine Operators	50	N.A.	0.2
Computer Operators	30	26.4	0.1
Keypunch Operators	20	7.5	0.1
Accounting Clerks	80	15.0	0.4
Bookkeepers, Hand	80	27.9	0.4
General Office Clerks	280	33.1	1.4
Payroll and Timekeeping Clerks	110	23.2	0.5
Receptionists	20	17.6	0.1
Secretaries	260	13.4	1.2
Switchboard Operators/Receptionists	30	13.4	0.1
Typists	40	24.4	0.2
Stock Clerks, Stockroom and Warehouse	30	14.9	0.2
Dispatchers, Vehicle	20	24.2	0.1
Other Clerical Workers	100	N.A.	0.5
Sales Workers	30	N.A.	0.1

SPECIAL TRADE CONTRACTORS
(SIC 17)

Contractors who are engaged in specialized activities such as plumbing, painting, plastering, carpentering, roofing, water well drilling, concrete work, electrical work, etc. are included in this major group. Establishments primarily engaged in miscellaneous construction activities such as erection of structual steel, glass and glazing work, excavation, demolition, installation of building equipment, house moving, etc. are also included.

Special trade contractors may work on subcontract from the general contractor doing only part of the work covered by the general contract, or they may work directly for the owner. Special trade contractors for the most part perform their work at the job site, although they also may have shops where they perform work incidental to the job.

The smallest size class accounts for almost 92 percent of the establishments, and 51 percent of the employment. The percent distribution of establishments and employment by establishment size in this group are shown in the following table.

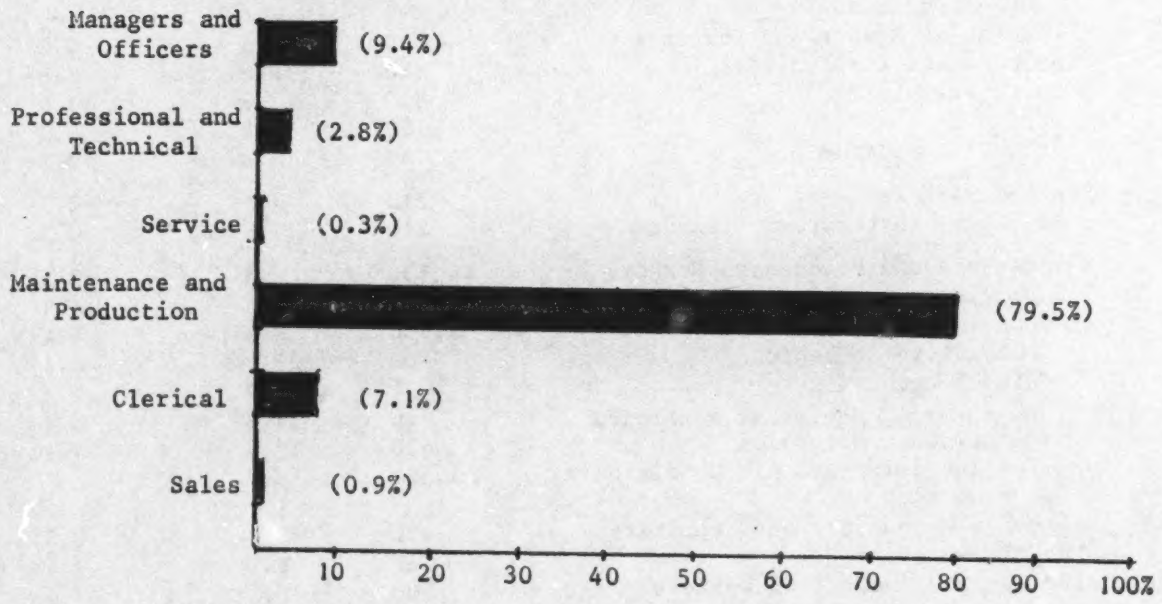
Establishment Size	Percent of Establishments	Percent of Employment
19 or fewer employees	91.8	51.0
20 - 49 employees	6.1	22.1
50 - 99 employees	1.5	11.8
100 or more employees	0.6	15.1

The following table lists the ten specific occupations in the special trade contractors group which employed the most workers in May of 1981. These occupations accounted for 51.9 percent of the group's employment.

Occupation	Estimated Industry Employment	Percent Distribution
Managers and Officers	5,200	9.4
Electricians	4,590	8.3
Sheet Metal Workers	3,220	5.8
Plumbers and Pipefitters	2,990	5.4
Maintenance Painters	2,520	4.5
Electrician Helpers	2,500	4.5
Bricklayers	2,250	4.1
Plumber and Pipefitter Helpers	2,000	3.6
Bricklayer Helpers	1,800	3.2
Roofers	1,740	3.1

Illustrated in the following graph is employment by major occupational group.

PERCENT DISTRIBUTION OF SPECIAL TRADE CONTRACTORS EMPLOYMENT
BY MAJOR OCCUPATIONAL CATEGORY IN NORTH CAROLINA, MAY, 1981.



SPECIAL TRADE CONTRACTORS
(SIC 17)
May, 1981

Occupation	Estimated Employment	Relative Error %	Percent Distribution
Total Employment	55,570	N.A.	100.0
Managers and Officers	5,200	2.4	9.4
Professional and Technical Workers	1,530	N.A.	2.8
Engineers	140	N.A.	0.3
Electrical and Electronic Engineers	30	29.5	0.1
Mechanical Engineers	110	15.4	0.2
Other Engineers	--	N.A.	--
Purchasing Agents and Buyers	90	16.3	0.2
Accountants and Auditors	180	12.8	0.3
Cost Estimators	830	5.9	1.5
Drafters	160	18.2	0.3
Other Technicians	130	N.A.	0.2
Service Workers	210	N.A.	0.3
Janitors, Porters, and Cleaners	210	17.8	0.3
Maintenance and Production Workers	44,130	N.A.	79.5
Supervisors	620	9.6	1.1
Mechanics and Repairers	2,430	N.A.	4.4
Automotive Mechanics	80	25.4	0.1
Diesel Mechanics	30	34.7	0.1
Engineering Equipment Mechanics	20	31.2	0.1
Maintenance Mechanics	630	17.8	1.1
Refrigeration and Air Conditioning Mechanics	1,520	9.9	2.7
Other Mechanics and Repairers	150	33.3	0.3
Truck Drivers	780	8.9	1.4
Asbestos and Insulation Workers	900	10.2	1.6
Boilermakers	460	14.9	0.8
Bricklayers	2,250	4.7	4.1
Carpenters	550	12.3	0.9
Cement Masons	1,200	8.4	2.2
Concrete Mixer Operators	40	25.4	0.1
Crane, Derrick and Hoist Operators	160	15.2	0.3
Dry Wall Applicators	610	8.2	1.1
Electricians	4,590	3.4	8.3
Fence Erectors	320	24.6	0.6
Furnace Installers and Repairers	450	20.0	0.8
Glaziers	350	22.9	0.6
Heavy Equipment Operators	1,380	8.6	2.5
Lathers	290	7.1	0.5
Line Installers - Repairers	370	26.8	0.6
Metal Fabricators	270	26.2	0.5
Maintenance Painters	2,520	3.6	4.5
Paperhangers	60	21.5	0.1
Plasterers	150	18.2	0.3
Plumbers and Pipefitters	2,990	6.2	5.4
Reinforcing Iron Workers	350	29.1	0.6
Roofers	1,740	6.9	3.1
Sheet Metal Workers	3,220	6.6	5.8

SPECIAL TRADE CONTRACTORS
(SIC 17)

(Continued)

Occupation	Estimated Employment	Relative Error %	Percent Distribution
Structural Layout Workers	70	29.4	0.1
Structural Steel Workers	700	17.9	1.3
Tapers	440	10.4	0.8
Tile Setters	280	13.3	0.5
Welders and Flamecutters	510	11.8	0.9
Asphalt Rakers	40	34.9	0.1
Mixers, Stone, Clay and Glass	50	32.8	0.1
Ceiling Tile Installers	260	18.7	0.5
Trades Helpers	9,590	N.A.	17.2
Asbestos and Insulation Helpers	220	18.3	0.4
Bricklayer Helpers	1,800	5.1	3.2
Carpenter Helpers	220	20.1	0.4
Cement Mason Helpers	620	11.1	1.1
Electrician Helpers	2,500	4.6	4.5
Painter Helpers	340	12.2	0.6
Plasterer Helpers	80	15.0	0.2
Plumber and Pipefitter Helpers	2,000	7.9	3.6
Roofer Helpers	1,220	7.2	2.2
Tile Setter Helpers	290	15.9	0.5
Terrazzo Worker Helpers	50	21.8	0.1
Other Skilled Workers Helpers	250	N.A.	0.4
Other Skilled Workers	1,210	N.A.	2.2
Other Semiskilled Workers	380	N.A.	0.7
Other Unskilled Workers	1,550	N.A.	2.8
Clerical Workers	3,970	N.A.	7.1
Bookkeeping and Billing Machine Operators	40	21.7	0.1
Accounting Clerks	110	12.9	0.2
Bookkeepers, Hand	570	7.8	1.0
General Office Clerks	1,110	5.9	1.9
Payroll and Timekeeping Clerks	400	7.4	0.7
Secretaries	1,260	4.7	2.3
Typists	150	12.9	0.3
Stock Clerks, Stockroom and Warehouse	280	7.1	0.5
Other Clerical Workers	50	N.A.	0.1
Sales Workers	530	N.A.	0.9

BANKING
(SIC 60)

This group includes establishments which are engaged primarily as banks, and other establishments performing functions closely related to banking.

Although nearly 40 percent of the establishments have 19 or fewer employees, 60 percent of the total employment is in establishments with employment of 100 or better. The following table shows the percent distribution of establishments and employment by establishment size.

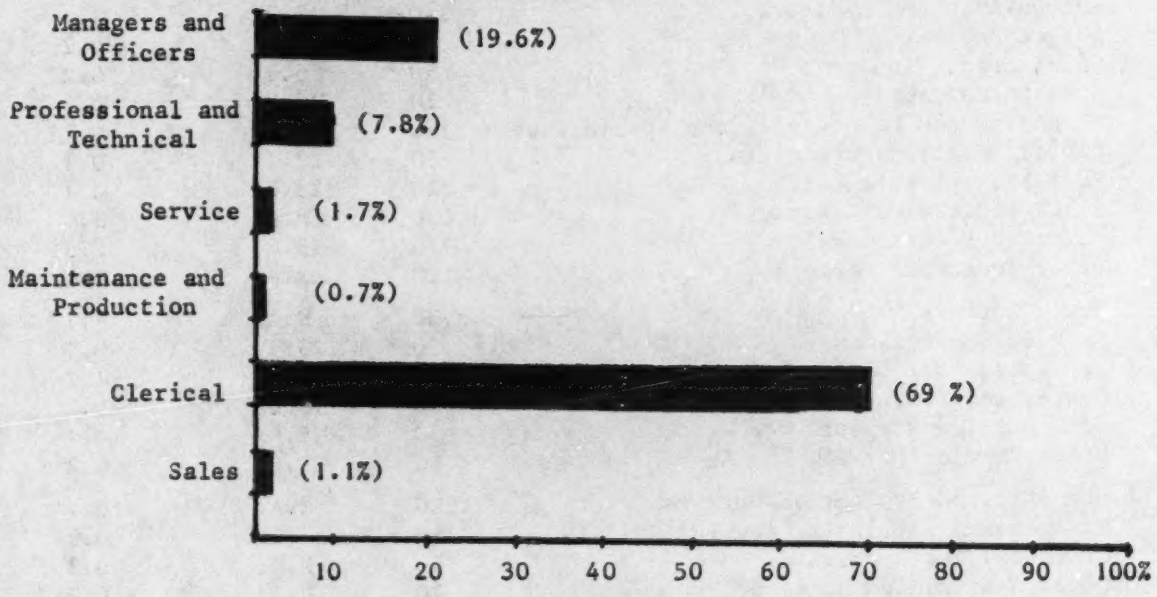
Establishment Size	Percent of Establishments	Percent of Employment
19 or fewer employees	39.8	6.4
20 - 49 employees	32.6	16.0
50 - 99 employees	15.9	16.8
100 or more employees	11.7	60.8

The following table lists the ten specific occupations in the banking group in which the most workers were employed in May of 1981. These occupations accounted for 72 percent of the group's total employment.

Occupation	Estimated Industry Employment	Percent Distribution
Tellers	8,100	26.5
Managers and Officers	6,010	19.6
Clerical Supervisors	1,610	5.2
General Office Clerks	1,400	4.6
Secretaries	1,380	4.5
New-Accounts Tellers	880	2.9
Loan Closers	760	2.5
Collectors	680	2.2
Credit Clerks	680	2.2
Proofing Machine Operators	660	2.1

Illustrated in the following graph is employment by percent of the major occupational groups.

PERCENT DISTRIBUTION OF EMPLOYMENT IN BANKING BY
MAJOR OCCUPATIONAL CATEGORY IN NORTH CAROLINA, MAY, 1981



BANKING
(SIC 60)
May, 1981

Occupation	Estimated Employment	Relative Error %	Percent Distribution
Total Employment	30,600	N.A.	100.0
Managers and Officers	6,010	N.A.	19.6
Professional and Technical Workers	2,370	N.A.	7.8
Natural and Mathematical Scientists	110	N.A.	0.3
Financial Analysts	80	24.1	0.3
Other Natural and Mathematical Scientists	30	29.9	0.1
EDP Systems Analysts	80	14.9	0.3
Purchasing Agents and Buyers	30	20.5	0.1
Accountants and Auditors	330	15.8	1.1
Budget Analysts	50	19.2	0.2
Chief Credit Analysts	50	16.1	0.2
Credit Analysts	220	17.9	0.7
Personnel and Labor Relations Specialists	130	10.4	0.4
Public Relations Practitioners	30	22.1	0.1
Real Estate Appraisers	20	23.0	0.1
Other Professional Workers	1,030	N.A.	3.4
Computer Programmers	170	19.7	0.5
Other Technical Workers	120	N.A.	0.4
Service Workers	530	N.A.	1.7
Service Supervisors	20	26.1	0.1
Janitors, Porters, and Cleaners	370	17.0	1.2
Guards and Doorkeepers	60	19.0	0.2
Food Service Workers	30	28.4	0.1
Other Service Workers	50	21.9	0.2
Maintenance and Production Workers	230	N.A.	0.7
Maintenance Repairers, General Utility	50	31.6	0.2
Other Skilled Workers	90	N.A.	0.3
Other Semiskilled Workers	70	N.A.	0.2
Other Unskilled Workers	20	N.A.	0.1
Clerical Workers	21,120	N.A.	69.0
Clerical Supervisors	1,610	8.7	5.2
Office Machine Operators	1,430	N.A.	4.7
Computer Operators	300	10.5	1.0
Keypunch Operators	360	13.0	1.2
Proofing Machine Operators	660	10.7	2.1
Duplicating Machine Operators	30	17.1	0.1
Coin Machine Operators and Currency Sorters	80	17.2	0.3
Stenographers	20	27.8	0.1
Accounting Clerks	520	16.8	1.7
Bookkeepers, Hand	270	22.8	0.9
Adjustment Clerks	80	21.3	0.2
Bank Checking Clerks	220	28.7	0.7
Collectors	680	9.9	2.2
Credit Reporters	30	26.6	0.1
File Clerks	190	24.1	0.6
Insurance Clerks	50	21.3	0.2

BANKING
(SIC 60)
(continued)

Occupation	Estimated Employment	Relative Error %	percent Distribution
General Office Clerks	1,400	15.6	4.6
Mail Clerks	180	13.0	0.6
New-Accounts Tellers	880	9.6	2.9
Order Clerks	20	20.8	0.1
Personnel Clerks	70	15.4	0.2
Receptionists	60	23.2	0.2
Safe Deposit Clerks	40	32.4	0.1
Secretaries	1,380	7.1	4.5
Statement Clerks	290	18.2	1.0
Switchboard Operators	120	18.3	0.4
Switchboard Operators/Receptionists	150	17.2	0.5
Messengers	150	20.6	0.5
Tellers	8,100	4.1	26.5
Transit Clerks	190	20.0	0.6
Typists	90	18.2	0.3
Credit Clerks	680	15.6	2.2
Mortgage Closing Clerks	40	29.8	0.1
Bank Sorting Clerks	80	33.1	0.2
Loan Closers	760	11.8	2.5
Stock Clerks, Stockroom and Warehouse	30	18.9	0.1
Other Clerical Workers	1,310	N.A.	4.3
Sales Workers	340	N.A.	1.1
Sales Agents, Financial Service/Bank	310	16.9	1.0
Other Sales Agents	30	N.A.	0.1

CREDIT AGENCIES OTHER THAN BANKS
(SIC 61)

This major group includes establishments engaged in extending credit in the form of loans, but not engaged in deposit banking such as savings and loan associations and agriculture, personal, and business credit institutions.

The employment and establishment size are concentrated in the smallest size class. This category accounts for over 33 percent of the employment and 84 percent of the establishments. The following table shows the percent distribution of establishments and employment by establishment size.

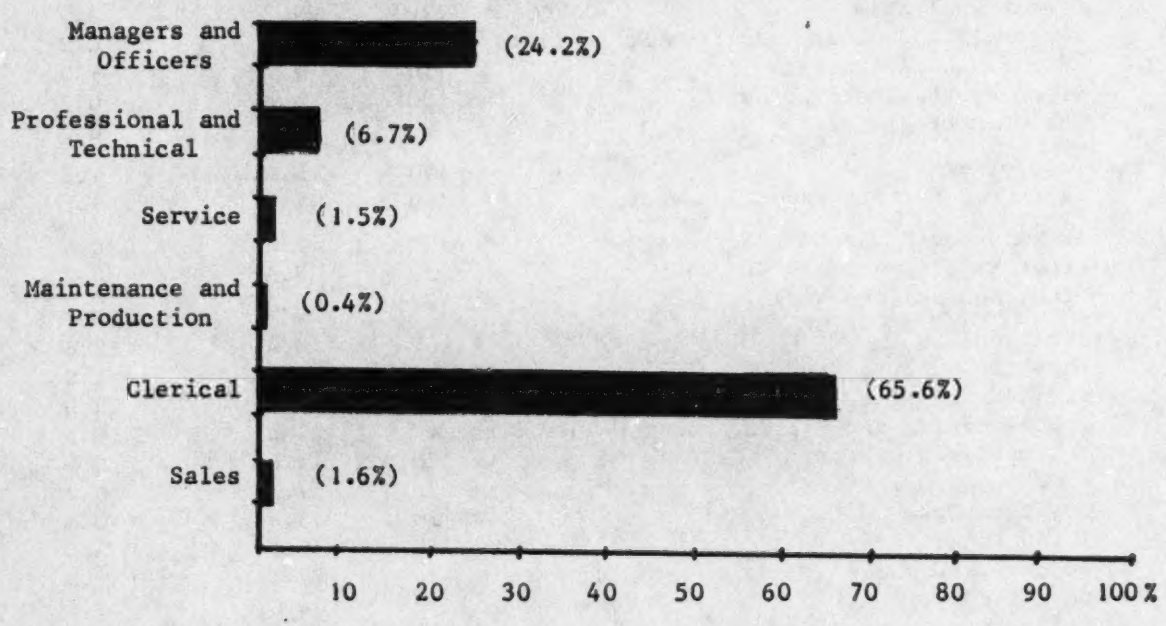
Establishment Size	Percent of Establishments	Percent of Employment
19 or fewer employees	83.9	33.4
20 - 49 employees	10.9	26.3
50 - 99 Employees	4.0	21.7
100 or more employees	1.2	18.6

The following table lists the ten specific occupations in this major group in which the most workers were employed in May of 1981. These occupations accounted for 75 percent of the group's employment.

Occupation	Estimated Industry Employment	Percent Distribution
Managers and Officers	3,160	24.2
Tellers	1,660	12.7
Collectors	1,020	7.8
Loan Closers	780	5.9
General Office Clerks	720	5.5
Credit Clerks	680	5.2
Secretaries	540	4.2
Cashiers	510	3.9
New-Accounts Tellers	390	3.0
Clerical Supervisors	380	2.9

The following graph illustrates the employment by major occupational group.

PERCENT DISTRIBUTION OF EMPLOYMENT OF CREDIT AGENCIES OTHER THAN BANKS BY MAJOR OCCUPATIONAL CATEGORY IN NORTH CAROLINA, MAY, 1981



CREDIT AGENCIES OTHER THAN BANKS
(SIC 61)
May, 1981

Occupation	Estimated Employment	Relative Error %	Percent Distribution
Total Employment	13,040	N.A.	100.0
Managers and Officers	3,160	4.4	24.2
Professional and Technical Workers	870	N.A.	6.7
EDP Systems Analysts	20	32.8	0.2
Accountants and Auditors	150	10.9	1.1
Chief Credit Analysts	80	19.6	0.6
Credit Analysts	320	21.3	2.5
Personnel and Labor Relations Specialists	20	15.8	0.2
Real Estate Appraisers	150	7.7	1.2
Other Professional Workers	100	N.A.	0.7
Computer Programmers	30	27.5	0.2
Service Workers	190	N.A.	1.5
Janitors, Porters, and Cleaners	190	11.8	1.5
Maintenance and Production Workers	50	N.A.	0.4
Other Skilled Workers	30	N.A.	0.2
Other Semiskilled Workers	20	N.A.	0.2
Clerical Workers	8,560	N.A.	65.6
Clerical Supervisors	380	8.6	2.9
Office Machine Operators	140	N.A.	1.0
Bookkeeping and Billing Machine Operators	40	27.2	0.3
Computer Operators	70	21.8	0.5
Keypunch Operators	30	27.8	0.2
Stenographers	50	15.9	0.4
Accounting Clerks	260	10.5	2.0
Bookkeepers, Hand	130	17.1	1.0
Cashiers	510	18.8	3.9
Collectors	1,020	13.9	7.8
File Clerks	90	19.1	0.6
Insurance Clerks	90	24.7	0.7
General Office Clerks	720	20.7	5.5
Mail Clerks	50	22.1	0.4
New-Accounts Tellers	390	10.8	3.0
Payroll and Timekeeping Clerks	20	26.5	0.1
Receptionists	80	17.6	0.6
Secretaries	540	13.4	4.2
Statement Clerks	60	21.4	0.4
Switchboard Operators	20	28.6	0.1
Switchboard Operators/Receptionists	80	11.6	0.6
Messengers	20	17.9	0.2
Tellers	1,660	5.9	12.7
Typists	80	13.2	0.6
Credit Clerks	680	12.3	5.2
Mortgage Closing Clerks	360	11.3	2.8
Loan Closers	780	13.1	5.9
Other Clerical Workers	350	22.2	1.8

CREDIT AGENCIES OTHER THAN BANKS
(SIC 61)
(Continued)

Occupation	Estimated Employment	Relative Error %	Percent Distribution
Sales Workers	210	N.A.	1.6
Sales Agents, Financial Services/Bank	180	22.7	1.4
Other Sales Agents	30	30.2	0.2

INSURANCE AGENTS, BROKERS, AND SERVICE (SIC 63 AND 64, EXCLUDING 639)

This group includes insurance carriers who are engaged in underwriting life, accident and health, medical, fire, marine, casualty, financial responsibility insurance; as well as insurance to protect the owners of real estate, lenders of money, and establishments primarily engaged in managing pension, retirement, health and welfare funds. This group also indludes agents and brokers dealing in insurance, and also organizations offering services to insurance companies and to policyholders. Excluded are establishments that insure bank deposits and shares in savings and loan associations.

The following table shows the percent distribution of establishments and employment by establishment size. The largest size class accounted for 43.6 percent of the total employment, but for only 1.6 percent of the total establishments.

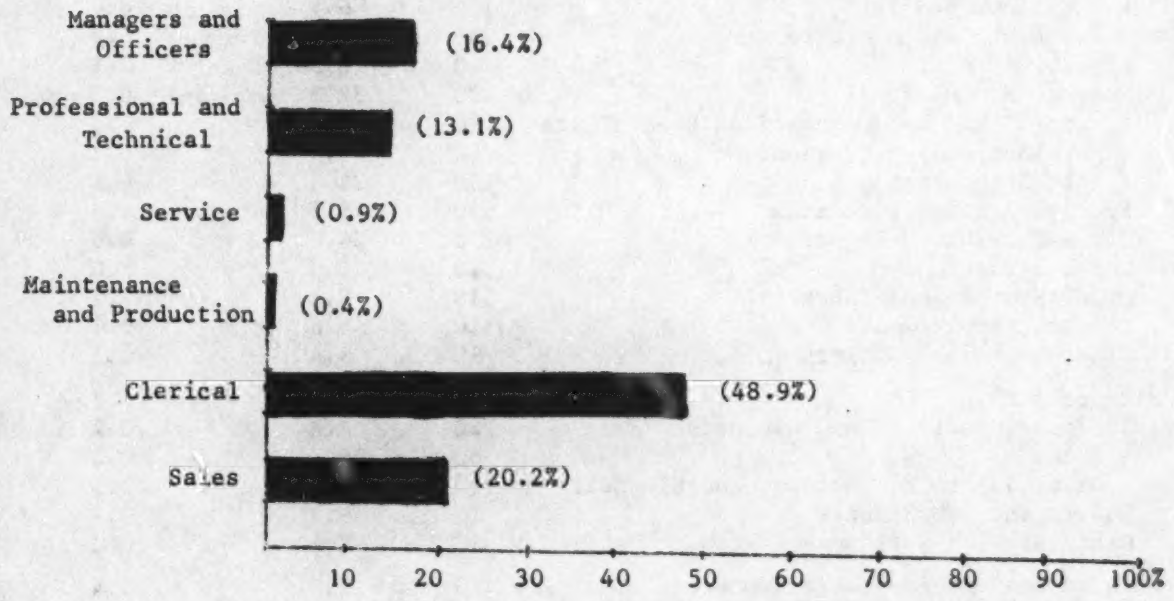
Establishment Size	Percent of Establishments	Percent of Employment
19 or fewer employees	90.1	30.6
20 - 49 employees	6.5	16.9
50 - 99 employees	1.6	8.9
100 or more employees	1.6	43.6

The following table lists the ten specific occupations in this major group. These occupations accounted for 70.5 percent of the total employment in May, 1981.

Occupation	Estimated Industry Employment	Percent Distribution
Sales Agents, Insurance	5,990	19.6
Managers and Officers	5,010	16.4
General Office Clerks	3,010	9.9
Underwriters	1,520	5.0
Secretaries	1,360	4.5
Raters	1,150	3.8
Typists	900	3.0
Clerical Supervisors	880	2.9
File Clerks	830	2.7
Claims Adjusters	810	2.7

The graph below illustrates employment by major occupational category.

PERCENT DISTRIBUTION OF EMPLOYMENT IN INSURANCE
BY MAJOR OCCUPATIONAL CATEGORY IN NORTH CAROLINA, MAY, 1981



INSURANCE AGENTS, BROKERS, AND SERVICE
(SIC 63 AND 64 EXCLUDING 639)

Occupation	Estimated Employment	Relative Error %	Percent Distribution
Total Employment	30,470	N.A.	100.0
Managers and Officers	5,010	N.A.	16.4
Professional and Technical Workers	3,990	N.A.	13.1
Engineers	80	29.4	0.2
Actuaries	50	6.8	0.2
Other Mathematical Scientists	20	N.A.	0.1
EDP Systems Analysts	120	6.7	0.4
Accountants and Auditors	280	12.6	0.9
Lawyers	40	10.9	0.1
Nurses, Professional	70	32.5	0.2
Personnel and Labor Relations Specialists	30	3.7	0.1
Physicians and/or Surgeons	40	6.1	0.1
Safety Inspectors	150	26.1	0.5
Special Agents, Insurance	590	19.5	1.9
Claim Examiners, Property	270	24.2	0.9
Underwriters	1,520	10.8	5.0
Other Professional Workers	510	N.A.	1.7
Computer Programmers	140	5.6	0.4
Other Technical Workers	80	N.A.	0.3
Service Workers	280	N.A.	0.9
Janitors, Porters, and Cleaners	220	N.A.	0.7
Maids	60	16.7	0.2
Other Janitors, Porters, and Cleaners	160	N.A.	0.5
Guards and Doorkeepers	20	9.1	0.1
Other Service Workers	40	N.A.	0.1
Maintenance and Production Workers	120	N.A.	0.4
Maintenance Repairers	20	0.0	0.1
Press Operators and Plate Printers	20	4.8	0.1
Other Skilled Workers	50	N.A.	0.2
Other Unskilled Workers	30	N.A.	0.1
Clerical Workers	14,910	N.A.	48.9
Clerical Supervisors	880	7.1	2.9
Office Machine Operators	590	N.A.	1.9
Bookkeeping and Billing Machine Operators	120	23.2	0.4
Computer Operators	180	9.8	0.6
Keypunch Operators	230	6.0	0.8
Peripheral EDP Equipment Operators	20	30.2	0.1
Duplicating Machine Operators	40	3.6	0.1
Stenographers	200	13.4	0.7
Accounting Clerks	480	6.6	1.6
Acturial Clerks	40	0.0	0.1
Bookkeepers, Hand	260	10.7	0.8
Cancellation Clerks	50	27.5	0.2
Cashiers	260	12.0	0.9
Claims Adjusters	810	11.1	2.7

INSURANCE AGENTS, BROKERS, AND SERVICE
(SIC 63 AND 64 EXCLUDING 639)
(Continued)

Occupation	Estimated Employment	Relative Error %	Percent Distribution
Claims Clerks	480	7.1	1.6
Collectors	20	18.9	0.0
Correspondence Clerks	90	9.7	0.3
File Clerks	830	4.4	2.7
General Office Clerks	3,010	5.3	9.9
Mail Clerks	170	5.7	0.6
Payroll and Timekeeping Clerks	70	14.2	0.2
Personnel Clerks	30	11.5	0.1
Policy-Change Clerks	340	11.4	1.1
Raters	1,150	8.9	3.8
Receptionists	90	12.9	0.3
Secretaries	1,360	6.2	4.5
Switchboard Operators	40	32.2	0.1
Switchboard Operators/Receptionists	170	11.8	0.6
Typists	900	6.2	3.0
Worksheet Clerks	500	17.7	1.7
Insurance Checkers	550	11.2	1.8
Claims Examiners, Life	630	5.7	2.1
Stock Clerks, Stockroom and Warehouse	30	6.5	0.1
Other Clerical Workers	880	N.A.	2.9
Sales Workers	6,160	N.A.	20.2
Sales Agents, Insurance	5,990	4.6	19.6
Other Sales Workers	170	N.A.	0.6

REAL ESTATE OPERATORS AND COMBINATION OF REAL ESTATE, INSURANCE, LOANS, AND LAW OFFICES (SIC 65 AND 66, EXCLUDING 654)

This group includes real estate operators, and owners and lessors of real property, as well as buyers, sellers, developers, agents and brokers. Also included are establishments that do not have a predominant nature of business, generally small in size, which are regularly engaged in any combination of real estate, insurance, loans, or the practice of law. Excluded are establishments engaged in searching real estate titles.

The following table shows the percent distribution of establishments and employment by establishment size. The largest size class accounted for 62.6 percent of the total employment, and for 95.5 percent of the total establishments.

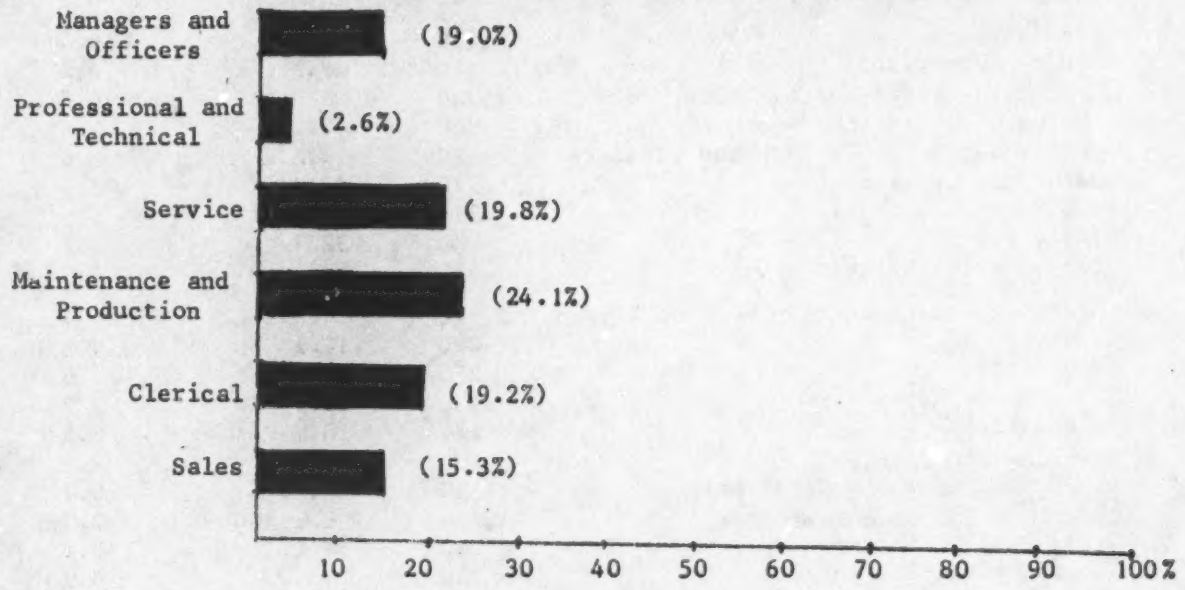
Establishment Size	Percent of Establishments	Percent of Employment
19 or fewer employees	95.5	62.6
20 - 49 employees	3.3	18.2
50 - 99 employees	0.8	11.3
100 or more employees	0.3	7.8

The following table lists the ten specific occupations in this major group. These occupations accounted for 65.8 percent of the total employment in May, 1981.

Occupation	Estimated Industry Employment	Percent Distribution
Managers and Officers	3,100	19.0
Maintenance Repairers	1,200	7.3
Gardeners and Groundskeepers	1,190	7.3
Sales Agents, Real Estate	1,160	7.1
Maids	800	4.9
Real Estate Brokers	800	4.9
Secretaries	770	4.7
General Office Clerks	590	3.6
Guards and Doorkeepers	570	3.5
Food Service Workers	570	3.5

The graph below illustrates employment by major occupational category.

PERCENT DISTRIBUTION OF EMPLOYMENT IN REAL ESTATE OPERATIONS, REAL ESTATE INSURANCE, LOANS, AND LAW OFFICES BY MAJOR OCCUPATIONAL CATEGORY IN NORTH CAROLINA, MAY, 1981



REAL ESTATE OPERATORS AND COMBINATION OF REAL ESTATE, INSURANCE, LOANS, AND LAW OFFICES (SIC 65 AND 66 EXCLUDING 654)

Occupation	Estimated Employment	Relative Error %	Percent Distribution
Total Employment	16,330	N.A.	100.0
Managers and Officers	3,100	N.A.	19.0
Professional and Technical Workers	430	N.A.	2.6
Accountants and Auditors	120	15.1	0.7
Appraisers, Real Estate	100	33.6	0.6
Other Professional Workers	170	N.A.	1.0
Other Technical Workers	40	N.A.	0.2
Service Workers	3,230	N.A.	19.8
Service Supervisors	140	27.8	0.8
Janitors, Porters, and Cleaners	1,720	N.A.	10.5
Maids	800	18.2	4.9
Other Janitors, Porters, and Cleaners	920	N.A.	5.6
Guards and Doorkeepers	570	17.3	3.5
Food Service Workers	570	18.4	3.5
Lifeguards	80	32.1	0.5
Other Service Workers	150	N.A.	0.9
Maintenance and Production Workers	3,940	N.A.	24.1
Supervisors	290	14.2	1.8
Carpenters	250	22.3	1.5
Maintenance Repairers	1,200	10.4	7.3
Trades Helpers	420	18.6	2.5
Maintenance Painters	290	20.8	1.8
Other Mechanics and Repairers	10	N.A.	0.1
Gardeners and Groundskeepers	1,190	8.6	7.3
Other Skilled Workers	40	N.A.	0.2
Other Semiskilled Workers	30	N.A.	0.2
Other Unskilled Workers	220	N.A.	1.3
Clerical Workers	3,130	N.A.	19.2
Clerical Supervisors	180	12.8	1.1
Stenographers	20	34.2	0.1
Accounting Clerks	160	14.6	1.0
Bookkeepers, Hand	360	9.1	2.2
General Office Clerks	590	12.7	3.6
Real Estate Clerks	280	18.0	1.7
Receptionists	240	12.7	1.4
Secretaries	770	7.1	4.7
Switchboard Operators/Receptionists	100	18.8	0.6
Typists	90	19.6	0.6
Other Clerical Workers	340	N.A.	2.1
Sales Workers	2,500	N.A.	15.3
Real Estate Brokers	800	22.6	4.9
Sales Agents, Real Estate	1,160	15.5	7.1
Sales Agents, Insurance	80	15.1	0.5
Other Sales Workers	460	N.A.	2.8

HOTELS, ROOMING HOUSES, CAMPS AND OTHER LODGING PLACES (SIC 70)

This major group includes establishments known to the public as hotels, motor-hotels, tourist courts, rooming and boarding houses, and trailering parks and camp sites for transients. These establishments are engaged in furnishing lodging, or lodging and meals, or camping spaces, or camping facilities, on a fee basis.

The following table shows the percent distribution of establishments and employment by establishment size. The largest size class accounted for 32.0 percent of the total employment, but for only 3.3 percent of the total establishments.

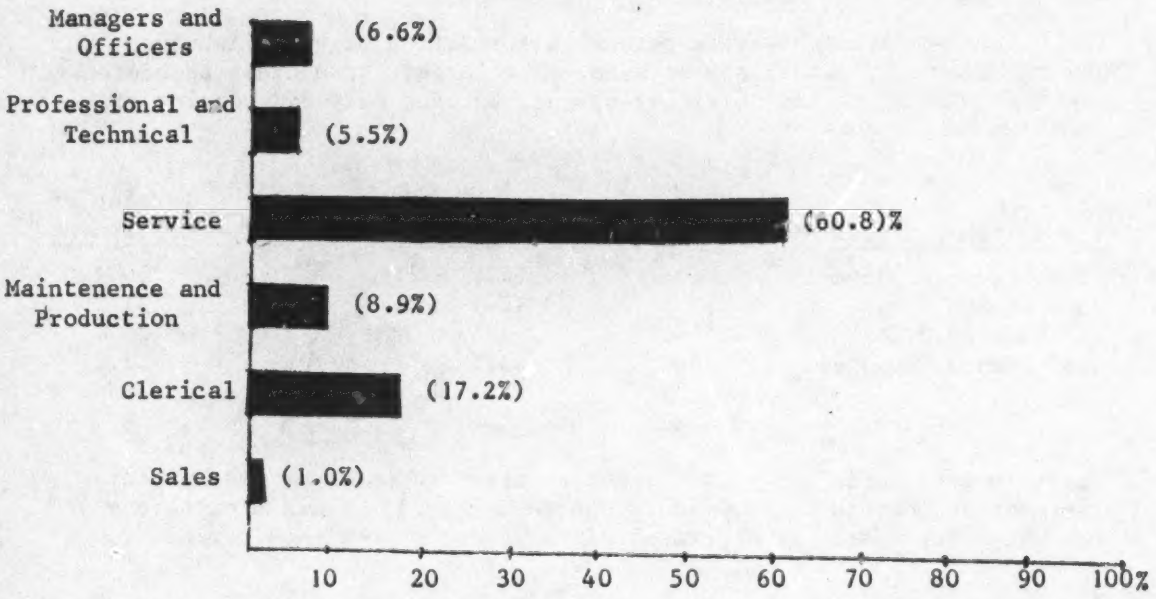
Establishment Size	Percent of Establishments	Percent of Employment
19 or fewer employees	74.4	20.1
20 - 49 employees	14.7	21.5
50 - 99 employees	7.6	26.4
100 or more employees	3.3	32.0

The following table lists the eleven specific occupations that employed the most workers in the lodging group in May, 1981. These occupations accounted for nearly 72.4 percent of the group's total employment.

Occupation	Estimated Industry Employment	Percent Distribution
Maids	4,660	22.7
Waiters and Waitresses	2,320	11.3
Desk Clerks	1,920	9.3
Managers and Officers	1,350	6.6
Kitchen Helpers	930	4.5
Group Recreation Workers	830	4.0
Cooks, Restaurant	820	4.0
Dining Room Attendants	670	3.2
Maintenance Repairers	570	2.8
Gardeners and Groundskeepers	410	2.0
Bookkeepers, Hand	410	2.0

The graph below illustrates employment by major occupational category.

PERCENT DISTRIBUTION OF EMPLOYMENT IN HOTEL, ROOMING HOUSES, CAMPS AND OTHER LODGING PLACES BY MAJOR OCCUPATIONAL CATEGORY IN NORTH CAROLINA, MAY, 1981



HOTELS, ROOMING HOUSES, CAMPS AND OTHER LODGING PLACES (SIC 70)

Occupation	Estimated Employment	Relative Error %	Percent Distribution
Total Employment	20,550	N.A.	100.0
Managers and Officers	1,350	N.A.	6.6
Professional and Technical Workers	1,120	N.A.	5.5
Purchasing Agents and Buyers	20	18.8	0.1
Accountants and Auditors	100	15.1	0.5
Camp Directors	20	25.5	0.1
Professional Nurses	30	3.3	0.1
Public-Relations Practitioners	40	31.7	0.2
Sports Instructors	30	12.1	0.2
Group Recreation Workers	830	1.4	4.0
Other Professional Workers	30	N.A.	0.1
Other Technical Workers	20	N.A.	0.1
Service Workers	12,500	N.A.	60.8
Service Supervisors	150	14.2	0.7
Janitors, Porters, and Cleaners	5,150	N.A.	25.1
Maids	4,660	5.4	22.7
House Cleaners	240	10.9	1.2
Other Janitors, Porters, and Cleaners	250	N.A.	1.2
Guards and Doorkeepers	220	20.1	1.1
Food Service Workers	5,920	N.A.	28.8
Bakers, Bread and/or Pastry	20	18.9	0.1
Bartenders	350	8.9	1.7
Dining Room Attendants	670	13.2	3.2
Hosts and Hostesses, Restaurant	340	9.6	1.7
Kitchen Helpers	930	7.3	4.5
Waiters and Waitresses	2,320	6.6	11.3
Counter Attendants, Lunchroom	40	25.5	0.2
Short Order Cooks	90	28.4	0.5
Cooks, Restaurant	820	9.9	4.0
Pantry, Sandwich and/or Coffee Makers	130	10.5	0.6
Other Food Service Workers	210	N.A.	1.0
Bellhops, Porters, and Doorkeepers	300	9.5	1.4
Housekeepers	360	9.5	1.7
Recreation Facility Attendants	100	23.5	0.5
Lifeguards	100	29.6	0.5
Other Service Workers	200	N.A.	1.0
Maintenance and Production Workers	1,830	N.A.	8.9
Supervisors	50	32.3	0.2
Other Mechanics and Repairers	40	N.A.	0.2
Washers, Machine and Starchers	100	19.8	0.5
Laundry Operators, Small Establishment	300	16.4	1.5
Laundry Pressers, Machine	40	33.6	0.2
Carpenters	40	26.7	0.2
Electricians	10	14.4	0.1
Maintenance Repairers	570	9.7	2.8

HOTELS, ROOMING HOUSES, CAMPS AND OTHER LODGING PLACES
(SIC 70)
(Continued)

Occupation	Estimated Employment	Relative Error %	Percent Distribution
Trades Helpers	50	25.7	0.3
Maintenance Painters	50	19.2	0.3
Plumbers and Pipefitters	10	12.4	0.1
Gardeners and Groundskeepers	410	16.8	2.0
Chauffeurs	30	16.8	0.2
Other Skilled Workers	40	N.A.	0.2
Other Semiskilled Workers	40	N.A.	0.2
Other Unskilled Workers	50	N.A.	0.2
Clerical Workers	3,540	N.A.	17.2
Clerical Supervisors	90	25.1	0.4
Bookkeeping/Billing Machine Operators	20	24.3	0.1
Accounting Clerks	90	16.3	0.5
Bookkeepers, Hand	410	9.6	2.0
Cashiers	260	15.5	1.3
General Office Clerks	110	31.2	0.5
Desk Clerks	1,920	5.6	9.3
Payroll and Timekeeping Clerks	90	28.7	0.4
Personnel Clerks	20	28.0	0.1
Receptionists	30	23.1	0.1
Secretaries	210	14.0	1.0
Switchboard Operators	70	22.9	0.3
Switchboard Operators/Receptionists	20	31.0	0.1
Travel Clerks	20	28.2	0.1
Typists	50	20.3	0.2
Shipping and Receiving Clerks	20	21.8	0.1
Stock Clerks, Stockroom and Warehouse	40	15.4	0.2
Other Clerical Workers	70	19.4	0.2
Sales Workers	210	N.A.	1.0
Sales Representatives	120	17.4	0.6
Sales Clerks	90	26.9	0.5

PERSONAL SERVICES
(SIC 72)

This major group includes establishments primarily engaged in providing services involving the care of the person or his/her apparel, such as laundries, dry cleaning plants, portrait photographic studios, beauty and barber shops, funeral services and crematories, health clubs, and tattoo parlors.

The following table shows the percent distribution of establishments and employment by establishment size. The smallest size class accounted for 60.1 percent of the total employment, and for 95 percent of the total establishments.

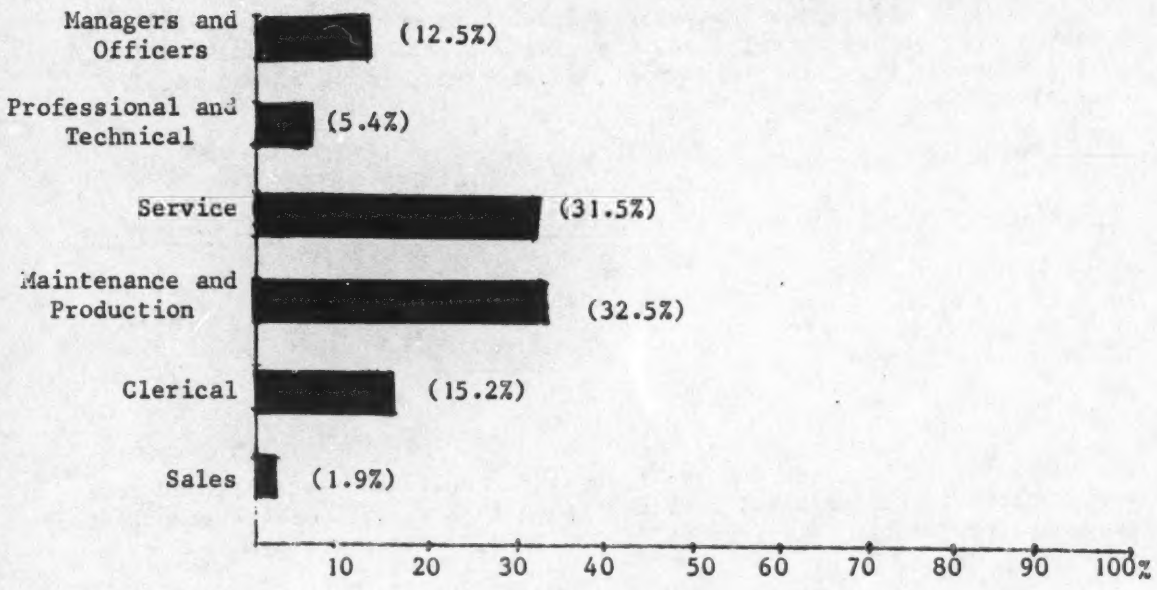
Establishment Size	Percent of Establishments	Percent of Employment
19 or fewer employees	95.0	60.1
20 - 49 employees	3.7	17.5
50 - 99 employees	1.3	9.3
100 or more employees	0.5	12.6

The following table lists the ten specific occupations that employed the most workers in the personal services group in May, 1981. These occupations accounted for nearly 58.6 percent of the group's total employment.

Occupation	Estimated Industry Employment	Percent Distribution
Cosmetologists and/or Hairdressers	3,840	17.3
Managers and Officers	2,780	12.5
Counter Clerks	1,540	6.9
Laundry Pressers, Machine	1,130	5.1
Machine Pressers	790	3.6
Delivery and Route Workers	770	3.5
Barbers	650	2.9
Funeral Attendants	610	2.8
Markers, Classifiers, and Assemblers	440	2.0
Receptionists	440	2.0

The graph below illustrates employment by major occupational category.

PERCENT DISTRIBUTION OF EMPLOYMENT OF PERSONAL SERVICES BY MAJOR OCCUPATIONAL CATEGORY IN NORTH CAROLINA, MAY, 1981



PERSONAL SERVICES
(SIC 72)

Occupation	Estimated Employment	Relative Error %	Percent Distribution
Total Employment	22,140	N.A.	100.0
Managers and Officers	2,780	N.A.	12.5
Professional and Technical Workers	1,190	N.A.	5.4
Portrait Photographers	420	11.7	1.9
Other Photographers	80	N.A.	0.4
Accountants and Auditors	90	19.0	0.4
Embalmers	330	7.5	1.5
Other Professional Workers	270	N.A.	1.2
Service Workers	6,960	N.A.	31.4
Janitors, Porters, and Cleaners	590	N.A.	2.7
Maids	190	12.3	0.9
Other Janitors, Porters, and Cleaners	400	N.A.	1.8
Barbers	650	16.2	2.9
Cosmetologists and/or Hairdressers	3,840	3.5	17.3
Funeral Attendants	610	5.4	2.8
Instructors, Reducing	570	34.4	2.6
Mortuary Beauticians	30	21.0	0.1
Other Service Workers	670	N.A.	3.0
Maintenance and Production Workers	7,200	N.A.	32.5
Supervisors	130	18.3	0.6
Automotive Mechanics	30	8.4	0.1
Laundry-Machine Mechanics	120	29.6	0.5
Darkroom Workers	110	N.A.	0.5
Developer and Production Printers	20	20.0	0.1
Multiple-Photo Printer Operators	40	27.5	0.2
Photo Checkers and Assemblers	30	33.4	0.1
Other Darkroom Workers	20	N.A.	0.1
Markers, Classifiers and Assemblers	440	11.3	2.0
Spotters, Dry Cleaning	110	22.3	0.5
Spotters, Washable Material	70	28.3	0.3
Washers, Machine and/or Starchers	380	13.4	1.7
Tumbler Operators	70	17.6	0.3
Dry-Cleaning-Machine Operators	340	17.1	1.5
Laundry Operators, Small Establishment	170	30.8	0.8
Hand Pressers	120	29.7	0.6
Machine Pressers	790	11.4	3.6
Laundry Pressers, Machine	1,130	8.7	5.1
Shoe Repairers	140	7.6	0.6
Delivery and Route Workers	770	8.1	3.5
Folders, Laundry	350	15.7	1.6
Inspectors	260	18.1	1.2
Maintenance Repairers	40	16.7	0.2
Menders	200	15.1	0.9
Order Fillers	40	19.2	0.2
Photograph Retouchers	20	24.0	0.1
Production Packagers	110	27.1	0.5
Alteration Tailors	290	14.8	1.3
Gardeners and Groundkeepers	130	14.1	0.6

PERSONAL SERVICES
(SIC 72)
(Continued)

Occupation	Estimated Employment	Relative Error %	Percent Distribution
Chauffeurs	60	23.3	0.3
Other Skilled Workers	20	N.A.	0.1
Other Semiskilled Workers	510	N.A.	2.3
Other Unskilled Workers	250	N.A.	1.3
Clerical Workers	3,580	N.A.	15.2
Office Machine Operators	70	N.A.	0.3
Bookkeeping and Billing Machine Operators	20	16.5	0.1
Computer Operators	20	21.1	0.1
Keypunch Operators	30	21.7	0.1
Accounting Clerks	60	28.8	0.3
Bookkeepers, Hand	160	12.6	0.7
Counter Clerks	1,540	8.3	6.9
General Office Clerks	280	13.4	1.3
Order Clerks	30	22.5	0.1
Payroll and Timekeeping Clerks	90	22.4	0.4
Receptionists	440	15.0	2.0
Secretaries	220	11.3	1.0
Switchboard Operators/Receptionists	20	18.7	0.1
Typists	50	20.1	0.2
Production Clerks	100	27.7	0.4
Shipping Packers	70	25.5	0.3
Shipping and Receiving Clerks	30	20.3	0.1
Stock Clerks, Stockroom and Warehouse	50	20.0	0.2
Other Clerical Workers	370	N.A.	1.7
Sales Workers	430	N.A.	1.9
Sales Representatives	330	22.2	1.5
Other Sales Workers	100	N.A.	0.5

BUSINESS SERVICES
(SIC 73)

This major group includes establishments primarily engaged in rendering services, not elsewhere classified, to business establishments on a fee or contract basis, such as advertising, mailing services, building maintenance services; employment services; management and consulting services; protective services; equipment rental and leasing (except finance leasing); commercial research, development and testing; photofinishing; and personnel supply services.

The following table shows the percent distribution of establishments and employment by establishment size. The largest size class accounted for 43.4 percent of the total employment, but for only 2.9 percent of the total establishments.

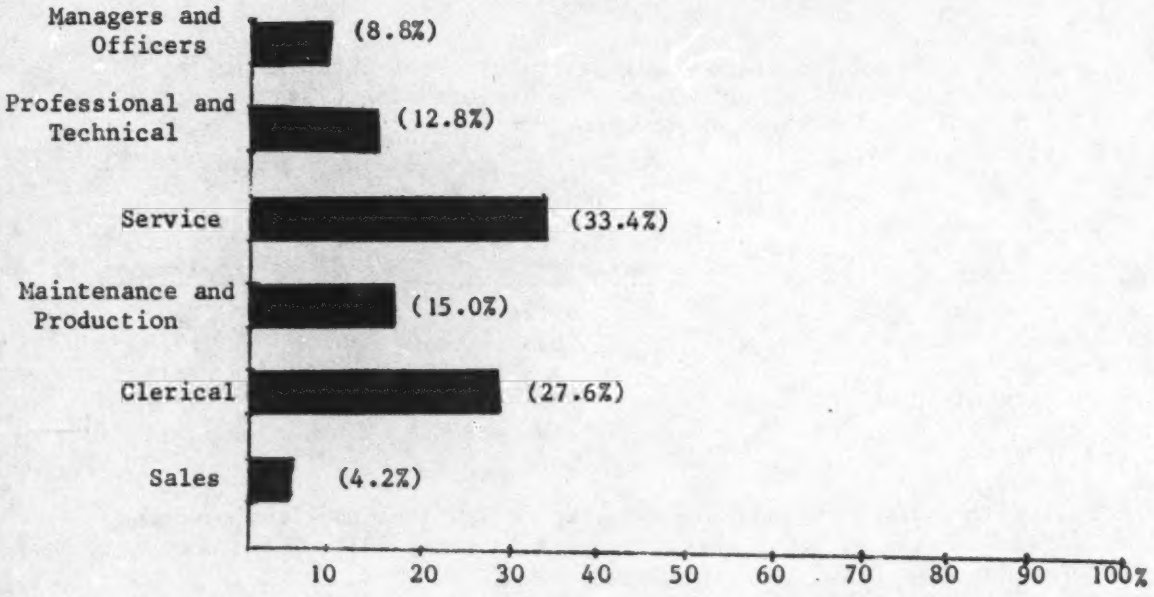
Establishment Size	Percent of Establishments	Percent of Employment
19 or fewer employers	85.2	25.1
20 - 49 employees	8.9	17.6
50 - 99 employees	3.1	13.9
100 or more employees	2.9	43.4

The following table lists the ten specific occupations that employed the most workers in the business services group in June, 1981. These occupations accounted for 45.5 percent of the group's employment.

Occupation	Estimated Industry Employment	Percent Distribution
Guards and Doorkeepers	6,930	13.1
Managers and Officers	4,690	8.8
House Cleaners	2,180	4.1
Maids	1,990	3.7
Sales Representatives	1,920	3.6
Secretaries	1,900	3.6
General Office Clerks	1,520	2.9
Typists	1,160	2.2
File Clerks	940	1.8
Truck Drivers	900	1.7

The graph below illustrates employment by major occupational category.

PERCENT DISTRIBUTION OF EMPLOYMENT IN BUSINESS SERVICES BY MAJOR OCCUPATIONAL CATEGORY IN NORTH CAROLINA, JUNE, 1981



BUSINESS SERVICES
(SIC 73)

Occupation	Estimated Employment	Relative Error %	Percent Distribution
Total Employment	53,120	N.A.	100.0
Managers and Officers	4,690	N.A.	8.8
Professional and Technical Workers	5,810	N.A.	12.8
Engineers	380	N.A.	0.7
Mathematical Scientists	150	N.A.	0.3
Physical Scientists	100	N.A.	0.2
Systems Analysts, Business	580	13.8	1.1
Systems Analysts, Scientific and Technical	180	29.0	0.3
Photographers	210	26.8	0.4
Purchasing Agents and Buyers	90	17.1	0.2
Accountants and Auditors	390	24.6	0.7
Media Buyers	50	16.4	0.1
Commercial Artists	310	11.0	0.6
Writers and/or Editors	200	17.3	0.4
Employment Interviewers	380	18.3	0.7
Media Analysts	40	16.0	0.1
Professional Nurses	160	34.5	0.3
Personnel and Labor Relations Specialists	150	34.7	0.3
Public-Relations Practitioners	90	32.4	0.2
Designers	110	26.4	0.2
Other Professional Workers	440	N.A.	0.8
Computer Programmers, Business	430	15.9	0.8
Drafters	110	33.5	0.2
Electrical and Electronic Technicians	330	18.0	0.6
Other Engineering Technicians	460	N.A.	0.9
Other Technicians	470	N.A.	0.9
Service Workers	17,760	N.A.	33.4
Service Supervisors	320	23.8	0.6
Janitors, Porters, and Cleaners	10,160	N.A.	19.1
Maids	1,990	12.8	3.7
House Cleaners	2,180	10.3	4.1
Other Janitors, Porters, and Cleaners	5,990	N.A.	11.3
Guards and Doorkeepers	6,930	10.6	13.1
Food Service Workers	50	27.6	0.1
Detectives	70	29.6	0.1
Other Service Workers	230	N.A.	0.3
Maintenance and Production Workers	7,990	N.A.	15.0
Supervisors	320	12.4	0.6
Maintenance Mechanics	170	25.6	0.3
Other Mechanics and Repairers	330	N.A.	0.6
Darkroom Workers	920	N.A.	1.7
Developers and Projection Printers	130	23.4	0.2
Negative Cutters and Spotters	110	32.7	0.2
Other Darkroom Workers	680	N.A.	1.3
Truck Drivers	900	32.1	1.7
Billposters	50	24.3	0.1

BUSINESS SERVICES
(SIC 73)
(Continued)

Occupation	Estimated Employment	Relative Error %	Percent Distribution
Compositers and Typesetters	60	23.3	0.1
Delivery and Route Workers	370	27.8	0.7
Exterminators	770	22.5	1.5
Order Fillers	160	33.2	0.3
Press Operators and Plate Printers	90	31.6	0.2
Production Packagers	660	25.5	1.2
Sign Erectors	130	23.5	0.2
Termite Treaters	300	19.9	0.6
Other Skilled Workers	440	N.A.	0.3
Other Semiskilled Workers	860	N.A.	0.8
Other Unskilled Workers	1,460	N.A.	2.2
Clerical Workers	14,650	N.A.	27.6
Clerical Supervisors	300	11.0	0.6
Office Machine Operators	1,611	N.A.	3.0
Bookkeeping and Billing Machine Operators	140	20.5	0.3
Computer Operators	410	13.3	0.8
Keypunch Operators	850	17.2	1.6
Peripheral EDP Equipment Operators	120	31.6	0.2
Inserting and Labeling Machine Operators	90	29.8	0.2
Stenographers	560	21.4	1.1
Accounting Clerks	530	9.0	1.0
Bookkeepers, Hand	420	10.1	0.8
Call-Out Operators	60	16.9	0.1
Collectors	360	10.6	0.7
Credit Reporters	190	16.0	0.4
Media Clerks, Estimators, and Billers	20	24.5	0.3
File Clerks	940	6.1	1.8
General Office Clerks	1,520	11.2	2.9
In-File Operators	130	17.1	0.2
Mail Clerks	150	22.4	0.3
Order Clerks	80	24.5	0.2
Payroll and Timekeeping Clerks	200	14.9	0.4
Personnel Clerks	60	14.9	0.1
Receptionists	290	14.4	0.5
Secretaries	1,900	6.8	3.6
Survey Workers	850	33.4	1.6
Switchboard Operators	830	30.7	1.6
Switchboard Operators/Receptionists	380	25.9	0.7
Typists	1,160	13.9	2.2
Production Clerks and Coordinators	280	11.6	0.5
Shipping Packers	260	33.8	0.5
Shipping and Receiving Clerks	140	22.4	0.3
Stock Clerks, Stockroom and Warehouse	230	24.2	0.4
Dispatchers, Vehicle, Service Work	20	28.3	0.1
Other Clerical Workers	1,180	N.A.	2.2
Sales Workers	2,220	N.A.	4.2
Sales Representatives	1,920	13.7	3.6
Sales Clerks	230	23.8	0.4
Demonstrators	70	23.9	0.1

AUTOMOTIVE REPAIR, SERVICES, AND GARAGES
(SIC 75)

Establishments in this major group are primarily engaged in furnishing automotive rental and leasing, parking, repair, and washing services to the general public. Also included in this group are establishments which offer diagnostic, inspection, and towing services as well as undercoating, tire retreading, and painting.

Over 96 percent of the establishments in this group have 19 or fewer employees; over two-thirds of the employment is in this class. The following table shows the percent distribution of establishments and employment by establishment size.

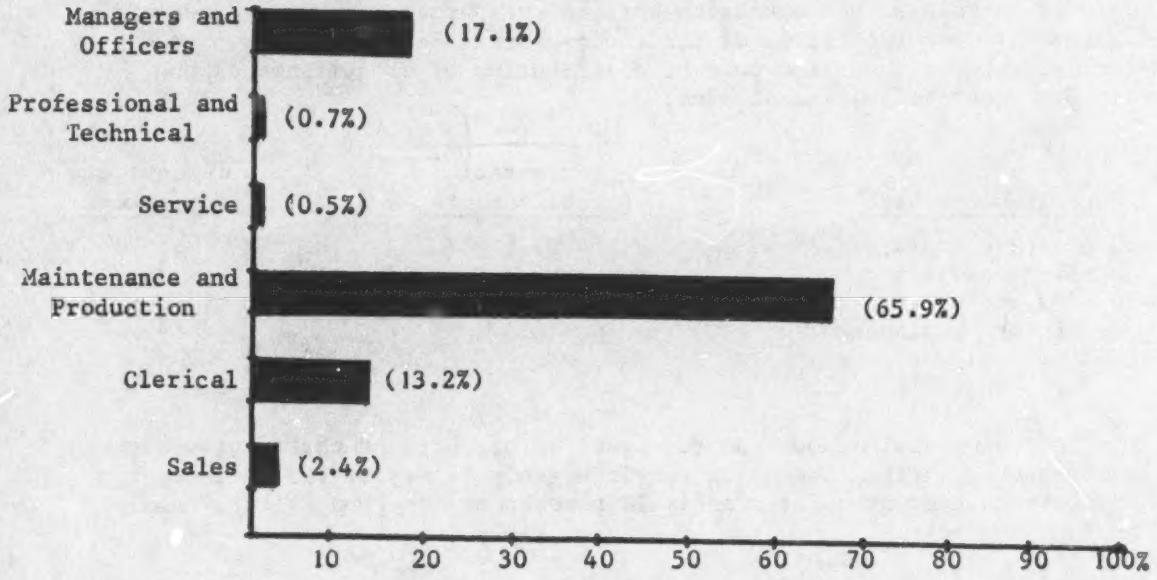
Establishment Size	Percent of Establishments	Percent of Employment
19 or fewer employees	96.8	68.3
20 - 49 employees	2.3	13.5
50 - 99 employees	0.6	8.5
100 or more employees	0.3	9.7

The following table shows the ten specific occupations that employed the most workers in the automotive services group in May of 1981. These occupations accounted for exactly 74 percent of the group's total employment.

Occupation	Estimated Industry Employment	Percent Distribution
Managers and Officers	2,020	17.1
Automotive Mechanics	1,950	16.6
Diesel Mechanics	930	7.9
Automotive Body Repairmen	920	7.9
Vehicle Cleaners	880	7.4
Tire Fabricators and Repairers	750	6.3
Truck Drivers	380	3.2
Cashiers	320	2.7
Automotive Painters	290	2.5
Sales Representatives	280	2.4

The graph below illustrates employment by major occupational categary.

PERCENT DISTRIBUTION OF AUTOMOTIVE REPAIR, SERVICES, AND GARAGES EMPLOYMENT BY MAJOR OCCUPATIONAL CATEGORY IN NORTH CAROLINA, MAY, 1981



AUTOMOTIVE REPAIR, SERVICES, AND GARAGES
(SIC 75)
May, 1981

Occupation	Estimated Employment	Relative Error %	Percent Distribution
Total Employment	11,770	N.A.	100.0
Managers and Officers	2,020	N.A.	17.1
Professional and Technical Workers	90	N.A.	0.7
Accountants and Auditors	60	26.9	0.5
Other Professional Workers	30	N.A.	0.2
Service Workers	60	N.A.	0.5
Janitors, Porters, and Cleaners	60	26.0	0.5
Maintenance and Production Workers	7,760	N.A.	65.9
Supervisors	110	17.1	0.9
Mechanics and Repairers	3,800	N.A.	32.3
Automotive Mechanics	1,950	8.8	16.6
Automotive Body Repairers	920	14.4	7.8
Diesel Mechanics	930	13.1	7.9
Truck Drivers	380	18.6	3.2
Vehicle Cleaners	880	6.0	7.4
Delivery and Route Workers	130	29.1	1.1
Trades Helpers	110	23.6	0.9
Automotive Painters	290	19.6	2.5
Parking Lot Attendants	210	20.3	1.8
Tire Fabricators and Repairers	750	16.9	6.3
Service Station Attendants	80	30.9	0.7
Other Skilled Workers	460	N.A.	3.9
Other Semiskilled Workers	130	N.A.	1.1
Other Unskilled Workers	430	N.A.	3.7
Clerical Workers	1,560	N.A.	13.2
Accounting Clerks	80	26.5	0.7
Bookkeepers, Hand	140	17.5	1.1
Car Rental Clerks	190	26.1	1.6
Cashiers	320	12.9	2.7
General Office Clerks	250	13.7	2.1
Payroll and Timekeeping Clerks	60	27.9	0.5
Secretaries	210	15.6	1.8
Stock Clerks, Stockroom and Warehouse	190	20.4	1.6
Dispatchers, Vehicle, Service or Work	30	34.9	0.2
Other Clerical Workers	90	N.A.	0.8
Sales Workers	280	N.A.	2.4
Sales Representatives	280	16.6	2.4

AMUSEMENT AND RECREATION SERVICES, EXCEPT MOTION PICTURES (SIC 79)

Establishments in this group are engaged in providing amusement or entertainment on payment of a fee or admission charge. Motion pictures are excluded from this group. Dance halls and schools, bands, entertainers, bowling alleys, billiard establishments, sports clubs, racing operations, golf courses, amusement parks, and coin-operated amusement devices are included in this group.

Almost 80 percent of the employment is in the smallest size class. The percent distribution of establishment size in the amusement and recreation services group is shown in the following table.

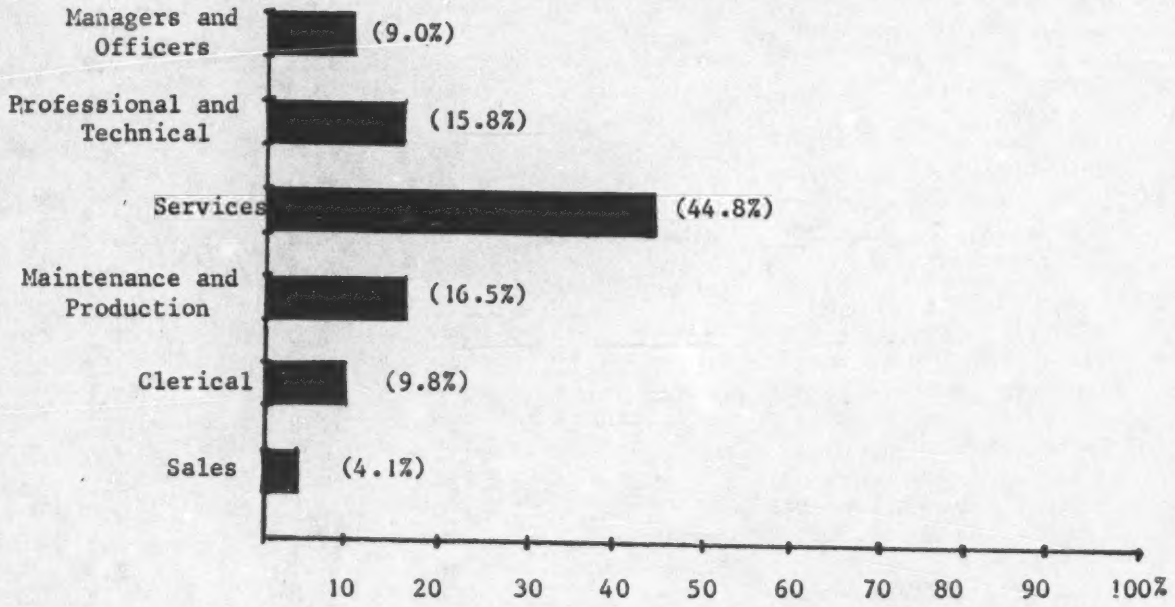
Establishment Size	Percent of Establishments	Percent of Employment
19 or fewer employees	79.1	19.7
20 - 49 employees	12.4	18.0
50 - 99 employees	5.1	15.7
100 or more employees	3.4	46.6

The ten specific occupations which employed the most workers in the amusement and recreation services group in April of 1981 are listed in the following table. These occupations accounted for nearly 52 percent of the group's employment.

Occupation	Estimated Industry Employment	Percent Distribution
Gardeners and Groundskeepers	1,120	9.4
Managers and Officers	1,070	9.0
Lifeguards	980	8.2
Waiters and Waitresses	750	6.3
Recreation Facility Attendants	600	5.1
Game, Ride Operators, Concession Workers	400	3.4
Instrumental Musicians	320	2.7
Sales Clerks	310	2.6
Cashiers	300	2.5
Athletes	300	2.5

The following table illustrates the employment by major occupational group.

PERCENT DISTRIBUTION OF AMUSEMENT AND RECREATION SERVICES, EXCEPT MOTION PICTURES EMPLOYMENT BY MAJOR OCCUPATIONAL CATEGORY IN NORTH CAROLINA, APRIL, 1981



AMUSEMENT AND RECREATION SERVICES, EXCEPT
MOTION PICTURES
(SIC 79)
April, 1981

Occupation	Estimated Employment	Relative Error %	Percent Distribution
Total Employment	11,940	N.A.	100.0
Managers and Officers	1,070	3.5	9.0
Professional and Technical Workers	1,880	N.A.	15.8
Accountants and Auditors	50	13.8	0.4
Actors or Actresses	200	14.2	1.7
Athletes	300	13.8	2.5
Dance Instructors	220	10.8	1.8
Dancers	140	19.0	1.1
Instrumental Musicians	320	16.4	2.7
Public Relations Practitioners	20	12.6	0.2
Sports Instructors	290	6.8	2.4
Singers	80	18.0	0.7
Designers	20	29.5	0.2
Group Recreation Workers	30	24.1	0.3
Other Professional Workers	160	N.A.	1.3
Electrical and Electronic Technicians	30	6.7	0.2
Other Technicians	20	33.3	0.2
Service Workers	5,340	N.A.	44.8
Service Supervisors	180	6.7	1.5
Maids	140	8.4	1.2
Janitors, Porters, and Cleaners	280	5.1	2.3
Guards and Doorkeepers	200	15.8	1.7
Bartenders	190	6.7	1.6
Food Service Workers	1,920	N.A.	16.0
Dining Room Attendants	110	14.5	0.9
Hosts and Hostesses, Restaurant	20	12.4	0.2
Kitchen Helpers	280	6.1	2.3
Waiters and Waitresses	750	5.0	6.3
Counter Attendants, Lunchroom	100	15.5	0.9
Short Order Cooks	220	9.2	1.9
Cooks, Restaurant	200	6.2	1.6
Fast Food Preparation Workers	160	1.8	1.3
Pantry, Sandwich and Coffee Makers	50	6.8	0.4
Other Food Service Workers	30	19.8	0.2
Child Care Attendants	110	12.4	0.9
Housekeepers	40	11.1	0.3
Recreation Facility Attendants	600	11.6	5.1
Game, Ride Operators, Concession Workers	400	10.0	3.4
Ushers and Lobby Attendants	130	16.8	1.1
Lifeguards	980	7.7	8.2
Checkroom and Lockerroom Attendants	60	10.9	0.5
Other Service Workers	110	N.A.	0.9
Maintenance and Production Workers	1,990	N.A.	16.5
Mechanics and Repairers	340	N.A.	2.8
Automotive Mechanics	120	24.8	1.0
Automatic Pinsetter Mechanics	100	6.3	0.8
Coin and Vending Machine Repairers	80	28.8	0.7
Other Mechanics and Repairers	40	N.A.	0.3

AMUSEMENT AND RECREATION SERVICES, EXCEPT MOTION PICTURES
(SIC 79)
(Continued)

Occupation	Estimated Employment	Relative Error %	Percent Distribution
Carpenters	40	21.5	0.3
Electricians	20	15.3	0.1
Maintnance Repairers, General Utility	210	10.7	1.7
Trades Helpers	20	9.4	0.1
Parking Lot Attendants	20	18.9	0.1
Pin Chasers	130	6.2	1.1
Gardeners and Groundkeepers	1,120	5.4	9.4
Other Skilled Workers	40	N.A.	0.3
Other Semiskilled Workers	30	N.A.	0.3
Other Laborers	20	N.A.	0.2
Clerical Workers	1,160	N.A.	9.8
Supervisors	30	11.7	0.3
Bookkeeping and Billing Machine Operators	20	12.5	0.1
Accounting Clerks	60	7.9	0.5
Bookkeepers, Hand	120	9.1	1.0
Cashiers	300	9.5	2.5
Desk Clerks, Bowling	210	6.5	1.8
General Office Clerks	100	10.9	0.9
Payroll and Timekeeping Clerks	30	9.8	0.2
Receptionists	70	18.8	0.6
Secretaries	120	8.2	1.0
Switchboard Operators/Receptionists	20	13.5	0.2
Typists	20	21.5	0.2
Stock Clerks, Stockroom and Warehouse	20	9.7	0.2
Other Clerical Workers	40	N.A.	0.3
Sales Workers	500	N.A.	4.1
Sales Representatives	80	23.2	0.6
Sales Clerks	310	9.9	2.6
Vendors	110	25.9	0.9

HEALTH SERVICES
(SIC 80, EXCEPT 804, 806)

This major group of establishments consists primarily of medical, surgical, and other health services to people. Associations and groups that provide health services to members are also included. Hospitals and groups which limit their services to the provision of insurance against hospitalization are excluded.

Over 92 percent of the establishments in this group have 19 or fewer employees; these establishments also have a larger portion of the group's employment than any other size class. The following table shows the percent distribution and employment by establishment size in the health services group.

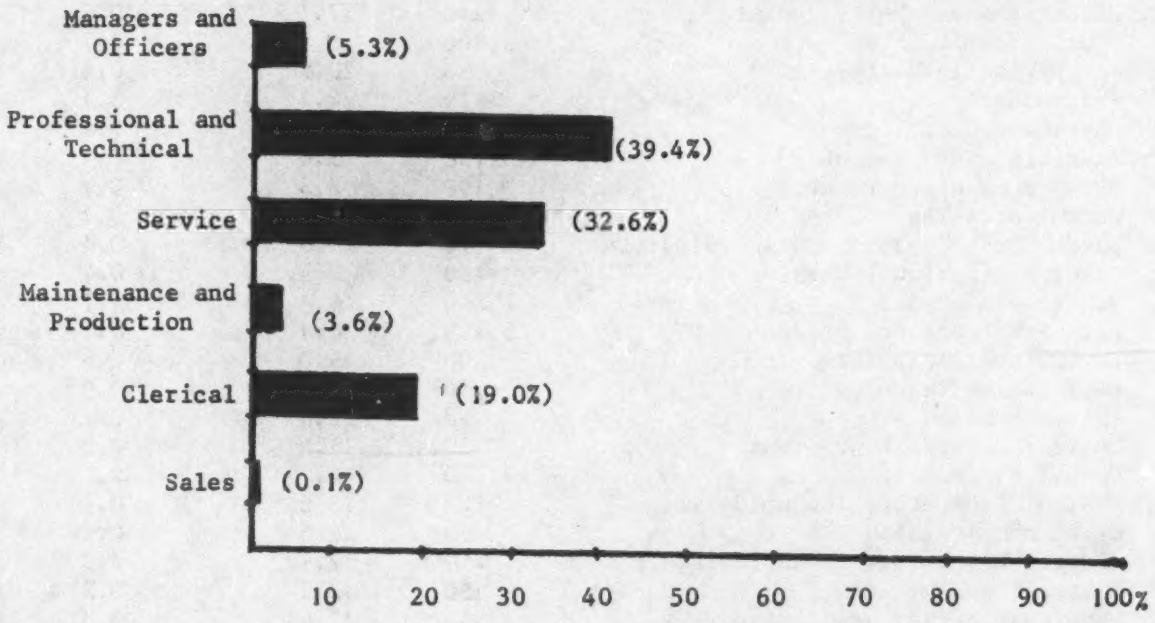
Establishment Size	Percent of Establishments	Percent of Employment
19 or fewer employees	92.4	46.5
20 - 49 employees	4.2	13.2
50 - 99 employees	1.9	15.5
100 or more employees	1.5	24.8

The following table shows the ten specific occupations in this group in which the most workers were employed in May, 1981 These occupations represented 67 percent of the group's total employment.

Occupation	Estimated Industry Employment	Percent Distribution
Nurse Aides and Orderlies	9,820	19.9
Professional Nurses	3,800	7.7
Physicians and Surgeons	3,490	7.1
Licensed Practical Nurses	3,160	6.4
Dental Assistants	2,810	5.7
Managers and Officers	2,600	5.3
Receptionists	2,390	4.8
Secretaries	2,160	4.4
Maids	1,520	3.1
Dental Hygienists	1,340	2.7

The graph below illustrates employment by major occupational category.

PERCENT DISTRIBUTION OF HEALTH SERVICES EMPLOYMENT BY MAJOR OCCUPATIONAL CATEGORY IN NORTH CAROLINA, MAY, 1981



HEALTH SERVICES
(SIC 80, EXCEPT 804, 806)
May, 1981

Occupation	Estimated Employment	Relative Error %	Percent Distribution
Total Employment	49,340	N.A.	100.0
Managers and Officers	2,600	N.A.	5.3
Professional and Technical Workers	19,460	N.A.	39.4
Purchasing Agents and Buyers	40	19.8	0.1
Accountants and Auditors	80	20.9	0.2
Caseworkers	200	9.2	0.4
Dentists	1,110	5.5	2.2
Dietitians and Nutritionists	210	27.1	0.4
Professional Nurses	3,800	5.9	7.7
Occupational Therapists	30	23.9	0.1
Pharmacists	70	24.1	0.1
Physical Therapists	180	12.2	0.4
Physicians and Surgeons	3,490	5.6	7.1
Group Recreation Workers	190	8.3	0.4
Manual Arts Therapists	70	28.1	0.1
Speech Pathologists and Audiologists	70	21.6	0.1
Other Professional Workers	190	N.A.	0.4
Dental Assistants	2,810	4.1	5.7
Licensed Practical Nurses	3,160	6.1	6.4
Physicians Assistants	390	19.0	0.8
Radiologic Technologists	430	29.2	0.9
Pharmacy Helpers	30	22.6	0.1
Medical Records Librarians	80	15.2	0.2
Dental Hygienists	1,340	6.1	2.7
Medical Labaratory Technologists	420	18.2	0.8
Cytotechnologists	60	26.5	0.1
Medical Laboratory Technologists	450	17.9	0.
Dietetic Technicians	150	12.6	0.3
Physical Therapy Assistants	130	12.4	0.3
Radiologic and Nuclear Medical Technologists	30	30.9	0.1
Other Medical and Dental Technologists	220	N.A.	0.4
Other Techical Workers	30	N.A.	0.1
Service Workers	16,090	N.A.	32.6
Janitors, Porters, and Cleaners	2,300	N.A.	4.7
Maids	1,520	7.2	3.1
Other Janitors, Porters, Cleaners	780	11.3	1.6
Food Service Workers	2,450	N.A.	5.0
Kitchen Helpers	1,280	8.0	2.6
Cooks, Institution	890	9.5	1.8
Other Food Service Workers	280	N.A.	0.6
Housekeepers	280	19.5	0.6
Nurse Aides and Orderlies	9,820	2.2	19.9
Social Service Aides	60	20.9	0.1
Medical Assistants	1,100	12.9	2.2
Other Service Workers	80	N.A.	0.1
Maintenance and Production Workers	1,810	N.A.	3.6
Supervisors	40	22.7	0.1
Machine Washers and Starchers	410	9.6	0.8

HEALTH SERVICES
(SIC 80, EXCEPT 804, 806)
(Continued)

Occupation	Estimated Employment	Relative Error %	Percent Distribution
Delivery and Route Workers	140	27.0	0.3
Maintenance Repairers, General Utility	130	12.8	0.3
Trades Helpers	30	27.6	0.1
Dental Laboratory Technologists	780	17.4	1.6
Gardeners and Groundskeepers	60	28.5	0.1
Other Semiskilled Workers	130	N.A.	0.2
Other Unskilled Workers	90	N.A.	0.1
Clerical Workers	9,350	N.A.	19.0
Clerical Supervisors	170	23.5	0.4
Bookkeeping and Billing Machine Operators	130	27.7	0.2
Keypunch Operators	30	19.2	0.1
Stenographers	40	16.0	0.1
Accounting Clerks	260	20.1	0.5
Bookkeepers, Hand	630	12.1	1.3
Cashiers	240	20.4	0.5
File Clerks	400	17.1	0.8
General Office Clerks	800	14.8	1.6
Medical Insurance Clerks	1,150	9.4	2.3
Payroll and Timekeeping Clerks	70	32.8	0.1
Personnel Clerks	30	17.9	0.1
Receptionists	2,390	6.2	4.8
Secretaries	2,160	7.0	4.4
Switchboard Operators	90	30.8	0.2
Switchboard Operators/Receptionists	180	22.0	0.4
Typists	340	18.8	0.7
Other Clerical Workers	240	N.A.	0.5
Sales Workers	30	N.A.	0.1

LEGAL SERVICES
(SIC 81)

This major group includes those establishments offering legal advice or legal services. The head or heads of these establishments are members of the bar.

Most of the establishments in this group have only a small number of employees; 98 percent of the establishments have 19 or fewer employees. Over 79 percent of the employment is in establishments in this same size class. The following table shows the percent distribution of establishments and employment by establishment size in this group.

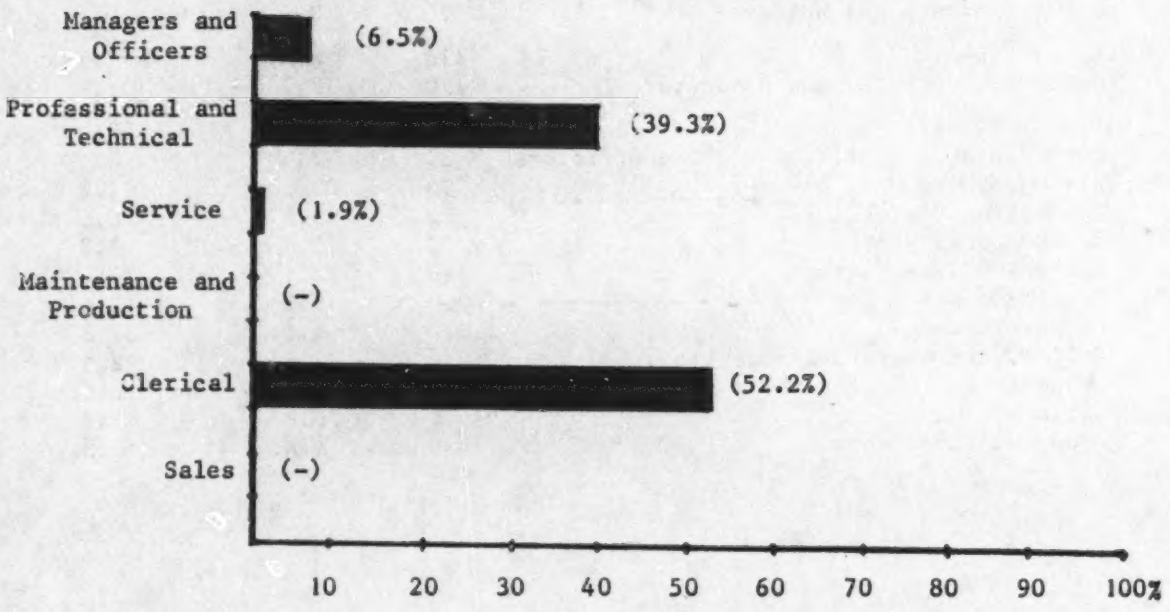
Establishment Size	Percent of Establishments	Percent of Employment
19 or fewer employees	97.6	79.8
20 - 49 employees	2.1	14.3
50 - 99 employees	0.3	5.9
100 or more employees	0.0	0.0

The following table lists the five specific occupations that employed the most workers in the legal services group in June of 1981. These occupations accounted for nearly 83 percent of the group's total employment.

Occupation	Estimated Industry Employment	Percent Distribution
Secretaries	2,870	37.3
Lawyers	1,990	25.8
Paralegal Personnel	590	7.6
Managers and Officers	500	6.5
Law Clerks	390	5.1

The following graph illustrates the employment by major occupational group.

PERCENT DISTRIBUTION OF LEGAL SERVICES EMPLOYMENT BY
MAJOR OCCUPATIONAL CATEGORY IN NORTH CAROLINA, JUNE, 1981



(-) Indicates no employment in the major occupational category.

LEGAL SERVICES
(SIC 81)
June, 1981

Occupation	Estimated Employment	Relative Error %	Percent Distribution
Total Employment	7,680	N.A.	100.0
Managers and Officers	500	15.1	6.5
Professional and Technical Workers	3,020	N.A.	39.3
Law Clerks	390	13.0	5.1
Lawyers	1,990	5.3	25.8
Professional Librarians	30	25.4	0.4
Paralegal Personnel	590	9.5	7.6
Other Professional Workers	20	N.A.	0.3
Service Workers	150	N.A.	1.9
Janitors, Porters, and Cleaners	150	18.7	1.9
Clerical Workers	4,010	N.A.	52.2
Bookkeeping and Billing Machine Operators	30	31.2	0.4
Stenographers	90	27.5	1.2
Accounting Clerks	50	25.6	0.6
Bookkeepers, Hand	170	15.1	2.2
General Office Clerks	110	22.1	1.4
Receptionists	200	15.3	2.6
Secretaries	2,870	4.0	37.3
Switchboard Operators/Receptionists	220	11.4	2.9
Messengers	40	23.8	0.6
Typists	90	20.8	1.2
Other Clerical Workers	140	N.A.	1.8

SOCIAL SERVICES
(SIC 83)

This major group includes establishments providing social and rehabilitation services to those persons with social or personal problems requiring special services to the handicapped and disadvantaged. Also included are organizations soliciting funds to be used directly for these and related services.

Over 85 percent of the establishments are in the smallest size class in the social services group. The following table shows the percent distribution of establishments and employment by establishment size of this groups.

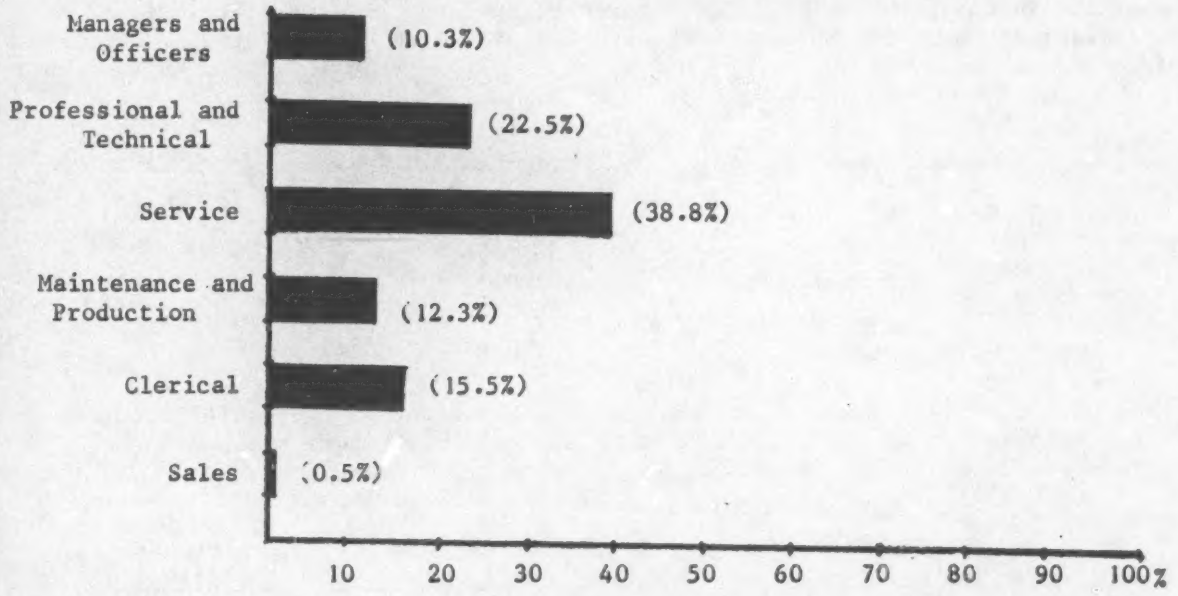
Establishment Size	Percent of Establishments	Percent of Employment
19 or fewer employees	85.5	32.1
20 - 49 employees	8.7	18.6
50 - 99 employees	3.1	15.2
100 or more employees	2.7	34.1

The following table lists the ten specific occupations in the social services group which employed the most workers in May of 1981. These occupations accounted for nearly 59 percent of the group's total employment.

Occupation	Estimated Industry Employment	Percent Distribution
Child Care Workers	3,860	18.1
Managers and Officers	2,200	10.3
Nurse Aides and Orderlies	1,280	6.0
Teachers, Elementary and Preschool	1,150	5.4
Teacher Aides and Educational Assistants	1,150	5.4
Secretaries	680	3.2
Cooks, Institution	630	3.0
Social Service Aides	540	2.5
Community Organization Workers	480	2.2
Vocational and Educational Counselors	460	2.2

The graph below illustrates employment by major occupational category.

PERCENT DISTRIBUTION OF SOCIAL SERVICES EMPLOYMENT BY MAJOR OCCUPATIONAL CATEGORY IN NORTH CAROLINA, MAY, 1981



SOCIAL SERVICE
(SIC 83)
May 1981

Occupation	Estimated Employment	Relative Error %	Percent Distribution
Total Employment	21,280	N.A.	100.0
Managers and Officers	2,200	2.9	10.3
Professional and Technical Workers	4,780	N.A.	22.5
Psychologists	70	30.8	0.3
Teachers, Vocational Education	320	13.8	1.5
Teachers, Non-Vocational Education	160	22.7	0.8
Vocational and Educational Counselors	460	12.4	2.2
Teachers, Elementary and Preschool	1,150	10.4	5.4
Other Teachers	170	N.A.	0.8
Accountants and Auditors	110	14.2	0.5
Budget Analysts	40	28.0	0.2
Caseworkers	610	11.1	2.9
Dietitians and Nutritionists	170	11.4	0.8
Professional Nurses	300	9.1	1.4
Personnel and Labor Relations Specialists	30	25.2	0.1
Physical Therapists	20	22.9	0.1
Public Relations Practitioners	70	20.1	0.3
Community Organization Workers	480	11.5	2.2
Group Recreation Workers	180	15.1	0.8
Other Professional Workers	230	N.A.	1.1
Licensed Practical Nurses	170	10.4	0.8
Other Technical Workers	40	N.A.	0.2
Service Workers	8,260	N.A.	38.8
Supervisors	70	32.5	0.3
Janitors, Porters, and Cleaners	540	N.A.	2.5
Maids	280	15.0	1.3
House Cleaners	70	16.2	0.3
Other Janitors, Porters, and Cleaners	190	9.7	0.9
Guards and Doorkeepers	20	18.2	0.1
Food Service Workers	1,320	N.A.	6.2
Dining Room Attendants	60	11.5	0.3
Kitchen Helpers	300	11.9	1.4
Waiters and Waitresses	110	9.5	0.5
Counter Attendants	20	18.8	0.1
Short Order Cooks	40	27.8	0.2
Cooks, Institution	630	5.4	3.0
Other Food Service Workers	160	N.A.	0.7
Child Care Attendants	240	27.7	1.1
Housekeepers	90	13.6	0.4
Nurse Aides and Orderlies	1,280	7.5	6.0
Recreational Facility Attendants	60	20.6	0.3
Child Care Workers	3,860	5.6	18.1
Social Service Aides	540	11.4	2.5
Other Service Workers	240	N.A.	1.1
Maintenance and Production Workers	2,620	N.A.	12.3
Supervisors	150	13.5	0.7
Machine Washers and Starchers	20	23.5	0.1
Truck Drivers	70	10.7	0.3

SOCIAL SERVICE
(SIC 83)
(Continued)

Occupation	Estimated Employment	Relative Error %	Percent Distribution
Bus Drivers	190	13.5	0.9
Carpenters	200	22.1	0.9
Delivery and Route Workers	30	26.7	0.1
Inspectors	20	31.2	0.1
Maintenance Repairers, General Utility	150	10.9	0.7
Trades Helpers	80	20.4	0.4
Gardeners and Groundskeepers	150	18.5	0.7
Chauffeurs	30	28.6	0.1
School Bus Drivers	140	15.9	0.7
Other Skilled Workers	30	N.A.	0.1
Other Semiskilled Workers	500	N.A.	2.4
Other Unskilled Workers	860	N.A.	4.0
Clerical Workers	3,320	N.A.	15.5
Clerical Supervisors	60	21.6	0.3
Bookkeeping and Billing Machine Operators	70	18.8	0.3
Accounting Clerks	70	10.6	0.3
Bookkeepers, Hand	320	7.6	1.5
General Office Clerks	340	8.1	1.6
Payroll and Timekeeping Clerks	60	10.6	0.3
Personnel Clerks	20	10.6	0.1
Receptionists	110	12.5	0.5
Secretaries	680	5.9	3.2
Switchboard Operators/Receptionists	70	7.4	0.3
Typists	140	16.7	0.6
Teacher Aides and Educational Assistants	1,150	8.9	5.4
Other Clerical Workers	230	N.A.	1.1
Sales Workers	100	N.A.	0.5
Contribution Solicitors	20	34.6	0.1
Other Sales Agents	40	N.A.	0.2
Sales Clerks	40	18.0	0.2

MEMBERSHIP ORGANIZATIONS
(SIC 86)

This group includes organizations operating on a membership basis for the promotion of the interests of the members. Included are trade associations, professional membership organizations, labor unions, political, and religious organizations.

Most of the establishments in this group have only a small number of employees. The two smallest size classes account for nearly 98 percent of the establishments. The following table shows the percent distribution of establishments and employment by establishment size.

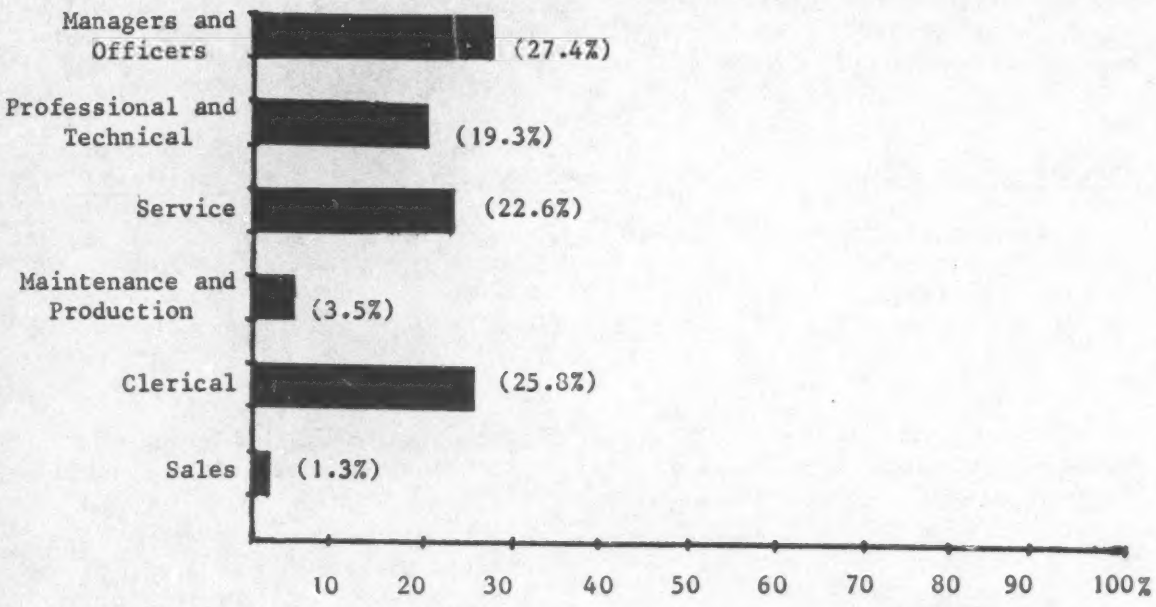
Establishment Size	Percent of Establishments	Percent of Employment
19 or fewer employees	92.5	45.8
20 - 49 employees	5.2	20.4
50 - 99 employees	1.5	12.1
100 or more employees	0.8	21.6

The following table lists the five specific occupations of this group which engaged the most workers in April, 1981. These occupations accounted for 52.3 percent of the total employment.

Occupation	Estimated Industry Employment	Percent Distribution
Managers and Officers	1,970	27.4
Secretaries	630	8.7
Group Recreation Workers	590	8.2
General Office Clerks	360	5.0
Waiters and Waitresses	220	3.0

The graph below illustrates employment by major occupational category.

PERCENT DISTRIBUTION OF MEMBERSHIP ORGANIZATIONS' EMPLOYMENT BY MAJOR OCCUPATIONAL CATEGORY IN NORTH CAROLINA, APRIL, 1981



MEMBERSHIP ORGANIZATIONS
(SIC 86)
April, 1981

Occupation	Estimated Employment	Relative Error %	Percent Distribution
Total Employment	7,160	N.A.	100.0
Managers and Officers	1,970	N.A.	27.4
Professional and Technical Workers	1,380	N.A.	19.3
Teachers, Vocational Education	40	13.7	0.5
Teachers, Non-Vocational Education	150	22.5	2.1
Accountants and Auditors	60	14.0	0.8
Writers and Editors	60	25.8	0.8
Personnel and Labor Relations Specialists	50	27.7	0.7
Public Relations Practitioners	110	19.5	1.5
Sports Instructors	40	21.4	0.6
Community Organization Workers	110	22.9	1.5
Group Recreation Workers	590	10.0	8.2
Other Professional Workers	140	N.A.	2.0
Other Technical Workers	30	N.A.	0.4
Service Workers	1,620	N.A.	22.6
Janitors, Porters, and Cleaners	390	N.A.	5.4
Maids	100	18.5	1.4
Other Janitors, Porters, and Cleaners	290	8.4	4.0
Food Service Workers	650	N.A.	9.1
Bartenders	110	22.3	1.5
Dining Room Attendants	50	27.7	0.7
Kitchen Helpers	100	19.5	1.4
Waiters and Waitresses	220	18.0	3.0
Cooks, Restaurant	50	24.0	0.7
Cooks, Institutional	60	31.5	0.8
Other Food Service Workers	60	N.A.	0.8
Recreation Facility Attendants	50	21.1	0.7
Child Care Workers	60	25.7	0.8
Lifeguards	130	23.5	1.8
Checkroom and Locker Room Attendants	20	23.8	0.3
Other Service Workers	320	N.A.	4.5
Maintenance and Production Workers	250	N.A.	3.5
Maintenance Repairers, General Utility	100	22.3	1.4
Other Skilled Workers	30	N.A.	0.4
Other Semiskilled Workers	40	N.A.	0.5
Other Unskilled Workers	80	N.A.	1.1
Clerical Workers	1,850	N.A.	25.8
Stenographers	40	23.4	0.5
Accounting Clerks	70	13.0	1.0
Bookkeepers, Hand	200	8.4	2.7
File Clerks	30	14.3	0.4
General Office Clerks	360	8.3	5.0
Mail Clerks	20	23.2	0.3
Receptionists	120	12.5	1.7
Secretaries	630	5.5	8.7
Switchboard Operators/Receptionists	90	10.1	1.3

MEMBERSHIP ORGANIZATIONS
(SIC 86)
(Continued)

Occupation	Estimated Employment	Relative Error %	Percent Distribution
Typists	100	12.5	1.4
Other Clerical Workers	190	N.A.	2.7
Sales Workers	90	N.A.	1.3
Other Sales Agents	60	N.A.	0.9
Other Sales Workers	30	N.A.	0.4

MISCELLANEOUS SERVICES
(SIC 89, EXCEPT 893)

This major group includes establishments engaged in performing services, not elsewhere classified, such as those rendered by engineers, architects surveyors, scientists, bookkeepers, authors, lecturers, radio commentators, weather forecasters, writers and artists. This group also includes non-commercial establishments primarily engaged in educational, scientific, and research activities.

Although the employment is concentrated mainly in the larger and smaller classes, 91 percent of the total establishments have 19 or fewer employees. The following table shows the percent distribution of establishments and employment by establishment size in this group.

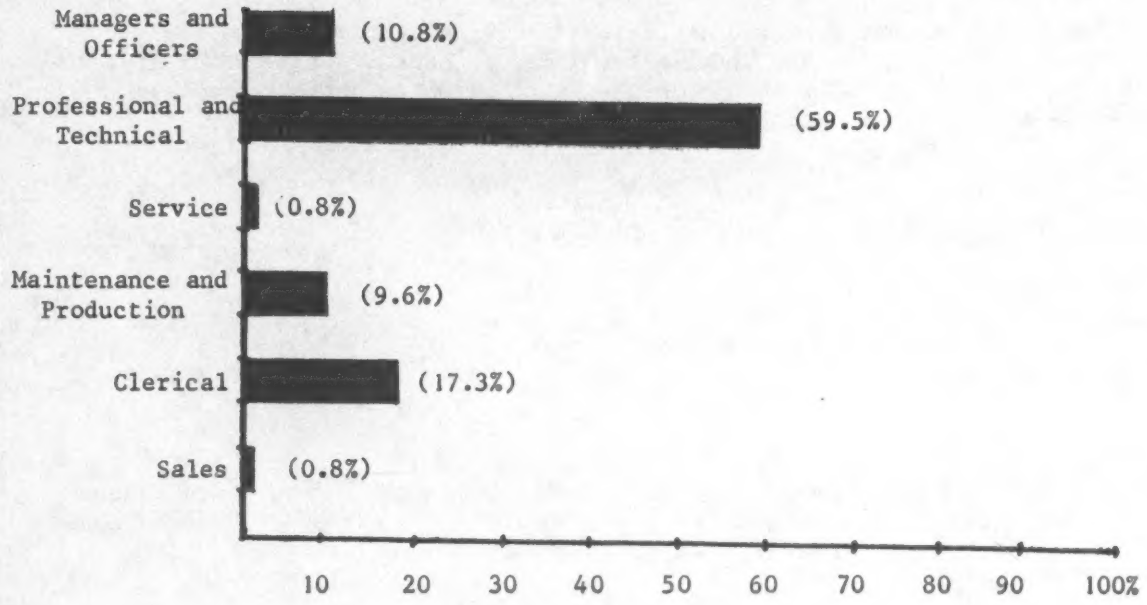
Establishment Size	Percent of Establishments	Percent of Employment
19 or fewer employees	91.0	38.7
20 - 49 employees	5.7	15.5
50 - 99 employees	1.7	10.4
100 or more employees	1.6	35.4

The following table lists the ten specific occupations in the miscellaneous services group which employed the most workers in June, 1981. These occupations accounted for over 64 percent of the group's employment.

Occupation	Estimated Industry Employment	Percent Distribution
Drafters	1,690	15.0
Managers and Officers	1,220	10.8
Surveyor Helpers	790	7.0
Secretaries	760	6.7
Architects	590	5.2
Surveyors	580	5.1
Civil Engineers	500	4.4
Mechanical Engineers	480	4.3
Civil Engineering Technicians	370	3.2
Electrical and Electronic Engineers	290	2.6

The following graph illustrates the employment by major occupational group.

PERCENT DISTRIBUTION OF MISCELLANEOUS SERVICES EMPLOYMENT BY MAJOR OCCUPATIONAL CATEGORY IN NORTH CAROLINA, JUNE, 1981



MISCELLANEOUS SERVICES
(SIC 89, except 893)
June, 1981

Occupation	Estimated Employment	Relative Error %	Percent Distribution
Total Employment	11,310	N.A.	100.0
Managers and Officers	1,220	5.4	10.8
Professional and Technical Workers	6,870	N.A.	59.5
Engineers	1,740	N.A.	15.4
Chemical Engineers	120	25.4	1.1
Civil Engineers	500	15.1	4.4
Electrical and Electronic Engineers	290	17.8	2.6
Mechanical Engineers	480	16.8	4.3
Other Engineers	350	N.A.	3.1
Physical Scientists	270	N.A.	2.4
Chemists	160	2.7	1.4
Other Physical Scientists	110	N.A.	1.0
Biological Scientists	60	13.7	0.5
Medical Scientists	20	26.4	0.2
Other Social Scientists	210	N.A.	1.9
Scientific and Technical Systems Analysts	120	3.5	1.1
Purchasing Agents and Buyers	50	25.7	0.4
Accountants and Auditors	50	16.8	0.4
Architects	590	16.0	5.2
Cost Estimators	60	26.9	0.5
Writers and Editors	60	31.3	0.5
Personnel and Labor Relations Specialists	30	19.9	0.2
Designers	90	28.6	0.8
Other Professional Workers	240	21.5	3.0
Computer Programmers	60	N.A.	0.5
Business Computer Programmers	20	30.6	0.1
Scientific and Technical Computer Programmers	40	12.0	0.4
Drafters	1,690	12.0	15.0
Electrical and Electronic Technicians	40	34.9	0.3
Surveyors	580	13.6	5.1
Engineering Technicians	430	N.A.	3.8
Civil Engineering Technicians	370	24.7	3.2
Other Engineering Technicians	60	22.8	0.6
Physical Science Technicians	100	20.1	0.9
Other Technicians	380	N.A.	3.4
Service Workers	90	N.A.	0.8
Janitors, Porters, and Cleaners	70	16.2	0.6
Other Service Workers	20	N.A.	0.2
Maintenance and Production Workers	1,080	N.A.	9.6
Blueprinting Machine Operators	20	21.8	0.2
Surveyor Helpers	790	12.6	7.0
Other Skilled Workers	150	N.A.	1.3
Other Semiskilled Workers	90	N.A.	0.8
Other Unskilled Workers	30	N.A.	0.3

MISCELLANEOUS SERVICES
(SIC 89, except 893)
(Continued)

Occupation	Estimated Employment	Relative Error %	Percent Distribution
Clerical Workers	1,960	N.A.	17.3
Clerical Supervisors	40	18.7	0.4
Office Machine Operators	160	N.A.	1.4
Computer Operators	20	18.7	0.1
Keypunch Operators	90	4.0	0.8
Duplicating Machine Operators	20	18.2	0.2
Other Office Machine Operators	30	N.A.	0.3
Accounting Clerks	50	11.4	0.5
Bookkeepers, Hand	110	15.4	1.0
General Office Clerks	230	14.0	2.0
Mail Clerks	20	19.0	0.2
Payroll and Timekeeping Clerks	40	28.2	0.3
Receptionists	30	27.6	0.3
Secretaries	760	5.4	6.7
Switchboard Operators/Receptionists	50	16.9	0.4
Typists	130	16.7	1.1
Other Clerical Workers	340	N.A.	3.0
Sales Workers	90	N.A.	0.8
Sales Representatives	90	23.6	0.8